

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Organization]

[Your Organization Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express [Your Organization's Name]'s intent to establish a strategic alliance with [Recipient's Organization's Name]. As leading institutions committed to fostering arts and culture, we recognize the potential for a partnership that enhances our shared mission of education, community engagement, and cultural preservation.

We propose to collaborate on [briefly describe the proposed initiatives or projects], which we believe will mutually benefit our organizations and the communities we serve.

This letter serves as a preliminary agreement, signaling our willingness to engage in further discussions about the specifics of this partnership. We are excited about the possibilities that such an alliance could bring and look forward to your response.

Thank you for considering this opportunity for collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]