

# Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to express our intent to expand our domestic logistics operations. As our company continues to grow, it has become clear that enhancing our logistics capabilities is essential to meet increasing customer demand and to improve our service efficiency.

Our proposed expansion will involve [briefly describe the intended expansion, e.g., new distribution centers, fleet upgrades, technology integration, etc.]. We believe that this initiative will not only streamline our operations but also enhance our competitive positioning in the market.

We would like to schedule a meeting to discuss this initiative further and explore potential partnerships that could support this endeavor. Please let us know your availability over the next few weeks.

Thank you for considering our proposal. We look forward to the possibility of collaborating on this exciting opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Company]