

# Letter of Intent to Discuss Strategic Business Collaboration

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[Recipient City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our intention to explore a potential strategic business collaboration between [Your Company] and [Recipient Company]. We believe that a partnership could yield mutually beneficial opportunities and drive growth for both organizations.

We are particularly interested in discussing [briefly outline areas of interest or collaboration], as we believe that aligning our strengths could create significant value in the market.

I would appreciate the opportunity to schedule a meeting at your earliest convenience to further discuss this initiative. Please let me know your availability for a call or in-person meeting within the coming weeks.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]