

# Letter of Intent

Date: [Insert Date]

From: [Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent

I am writing to express my intent to enter into an agreement regarding [briefly describe the subject of the agreement, e.g., the purchase of property, partnership, etc.]. This letter serves as a preliminary understanding between both parties until a formal agreement can be developed.

This letter outlines the terms we propose:

- Scope of the Agreement: [details]
- Timeline: [brief timeline]
- Responsibilities: [briefly outline the responsibilities of each party]
- Confidentiality: [outline any confidentiality requirements]

We believe that this agreement will be mutually beneficial and are looking forward to the opportunity to work together. Please confirm your agreement with these terms or indicate any amendments you wish to discuss.

Thank you for considering this letter of intent. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Position, if applicable]