

Letter of Intent

Date: _____

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This Letter of Intent serves to outline the basic terms and conditions of our proposed agreement regarding [specific purpose or project].

1. Purpose

The purpose of this Letter of Intent is to express our intent to [brief description of the intention].

2. Terms

- **Term Duration:** [Specify duration]
- **Scope of Work:** [Briefly outline the scope]
- **Compensation:** [Detail payment terms]

3. Confidentiality

Both parties agree to maintain confidentiality regarding the terms of this Letter and any subsequent agreements.

4. Next Steps

Upon mutual agreement to the terms outlined above, we will proceed to draft a formal agreement within [specify time frame].

Please indicate your acceptance of this Letter of Intent by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Accepted by:

[Recipient's Name]

Date: _____