

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally express my intent to enter into a contract concerning [briefly describe the purpose of the contract]. This letter serves as a confirmation of our discussions and my commitment to moving forward with this agreement.

The terms we have discussed include:

- [Term 1]
- [Term 2]
- [Term 3]

I am optimistic about the potential relationship and look forward to collaborating with you on this project. Please let me know if you would like to discuss any details further.

Thank you for considering this proposal. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]