

# Letter of Intent

Date: [Insert Date]

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

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

Dear [Recipient Name],

Subject: Letter of Intent to Enter into a Contract

This letter serves as a formal indication of our intent to enter into a contractual agreement regarding [brief description of the contract or project, e.g., "the lease of the office space located at [address]"].

The main terms we propose are as follows:

- **Parties Involved:** [Party A Name] and [Party B Name]
- **Scope of Work:** [Description of work/services to be provided]
- **Commercial Terms:** [e.g., payment terms, pricing, etc.]
- **Timeline:** [Proposed start and completion dates]
- **Confidentiality:** [Outline any confidentiality requirements]

We believe that this agreement will be mutually beneficial and look forward to discussing it in detail. Please confirm your willingness to proceed so that we can formalize the agreement.

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

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]