

Letter of Intent

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit this Letter of Intent (LOI) to outline the preliminary agreement between [Your Company Name] and [Recipient's Company Name] regarding the development and execution of a [brief description of the proposal, e.g., joint marketing initiative, product development, etc.].

This LOI expresses our intent to collaborate and provides an overview of the objectives, potential terms, and next steps for the business development proposal.

Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

Proposed Terms

[Insert any preliminary terms or conditions if applicable]

Next Steps

We propose to discuss this proposal further and finalize the terms by [insert timeline]. Please let us know your availability for a meeting.

We look forward to the opportunity to work together and develop a fruitful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]