

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

[Date]

[Recipient Name]
[Recipient Title/Organization]
[Recipient Address]
[City, State, Zip Code]

RE: Letter of Intent to Co-Host a Real Estate and Financial Strategy Seminar

Dear [Recipient Name],

This Letter of Intent outlines a proposal for [Your Organization] to partner with [Recipient Organization] to co-host an educational seminar titled "[Proposed Seminar Name]."

1. Purpose and Objective:

The objective of this seminar is to provide attendees with actionable insights regarding current real estate market trends and integrated financial planning strategies. Our goal is to empower [Target Audience, e.g., first-time homebuyers/investors] with the knowledge to make informed wealth-building decisions.

2. Proposed Date and Venue:

We propose holding the event on [Date] at [Location/Venue Name or Virtual Platform].

3. Roles and Responsibilities:

- **[Your Organization]:** Will provide expertise on [e.g., Mortgage products, financial planning, or market analysis], manage attendee registration, and [Additional Responsibility].
- **[Recipient Organization]:** Will provide expertise on [e.g., Property listings, legal considerations, or tax strategies], assist in marketing to your existing database, and [Additional Responsibility].

4. Shared Expenses and Revenue:

All costs associated with venue rental, marketing materials, and refreshments shall be [Split equally / Pro-rated as follows]. Any revenue generated from ticket sales or sponsorships will be distributed according to a subsequent formal agreement.

5. Marketing and Promotion:

Both parties agree to promote the event through their respective social media channels, email newsletters, and professional networks to ensure maximum attendance.

This letter serves as an expression of mutual interest and is not a legally binding contract. A formal Memorandum of Understanding (MOU) will be drafted upon your acceptance of this proposal.

We look forward to the possibility of collaborating with you on this initiative. Please indicate your interest by signing below or contacting me by [Deadline Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Accepted by:

Signature: _____

Name: [Recipient Name]

Date: _____