

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]

**RE: Letter of Intent regarding [Project/Position/Transaction Name]**

Dear [Recipient Name],

The purpose of this Letter of Intent is to formally outline the preliminary interest and proposed framework for [describe the specific goal, e.g., a formal partnership, a property purchase, or an employment application] between [Your Name/Organization] and [Recipient Organization].

This letter serves to confirm our commitment to pursue this opportunity and highlights the following key objectives:

- [Objective 1: Briefly describe a primary goal]
- [Objective 2: Briefly describe a secondary goal]
- [Objective 3: Briefly describe a timeline or specific requirement]

We believe that this collaboration will result in [mention expected benefit or outcome]. We understand that this letter is a non-binding expression of intent and that final terms will be subject to a formal agreement and due diligence.

We look forward to discussing the next steps in this process. Please let us know if you require any additional information.

Sincerely,

[Signature]

[Your Printed Name]