

# Letter of Intent for Small Business Collaboration Proposal

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Subject: Letter of Intent for Small Business Collaboration

Dear [Recipient Name],

This letter of intent serves as a formal **small business collaboration proposal** between **[Your Company Name]** and **[Recipient's Company Name]**. Both parties wish to express their mutual intention to explore, develop, and engage in a collaborative business relationship that leverages our respective strengths and fosters growth and innovation.

## Purpose

The purpose of this collaboration is to achieve shared objectives by combining resources, expertise, and market presence. Our common goal is to create value for both parties through cooperation and strategic alignment.

## Scope

- Joint development and marketing of products/services
- Resource and knowledge sharing to maximize operational efficiency
- Exploring new markets and customer segments collaboratively
- Aligning business strategies to promote sustained growth

## Responsibilities

- Each party will designate representatives to oversee collaboration activities
- Both parties agree to maintain transparent and regular communication
- Confidential information will be handled with strict confidentiality

## Commitment

This letter is non-binding and serves as a framework for future negotiations and detailed agreements. It demonstrates our commitment to work together in good faith to achieve mutually beneficial results. Any further terms, conditions, and agreements will be finalized in a separate, binding agreement.

We look forward to a fruitful collaboration. Please indicate your acceptance of this proposal by signing below.

**[Your Company Name]**

Signature: \_\_\_\_\_  
Name: [Your Name]  
Title: [Your Title]  
Date: \_\_\_\_\_

**[Recipient's Company Name]**

Signature: \_\_\_\_\_  
Name: [Recipient's Name]  
Title: [Recipient's Title]  
Date: \_\_\_\_\_

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Contact Information]