

Letter of Intent for Business Collaboration

Date: [Insert Date]

To:
[Recipient Name]
[Recipient Title/Position]
[Company Name]
[Company Address]

From:
[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]

Subject: Letter of Intent for Business Collaboration

Dear [Recipient Name],

This Letter of Intent ("LOI") confirms the mutual interest of [Your Company Name] ("Party A") and [Company Name] ("Party B") to establish a strategic business collaboration. The intention of this LOI is to outline the preliminary terms and conditions that will form the basis of a formal agreement to be negotiated between both parties.

1. Scope of Collaboration

Both parties agree to explore a partnership with the shared objective of [describe purpose and nature of collaboration, e.g., co-developing products, joint marketing efforts, resource sharing, etc.]. The roles and responsibilities of each party will be clearly defined in the subsequent formal agreement.

2. Investment and Financial Terms

- **Investment Amount:** Party A agrees to invest \$[insert amount], while Party B agrees to invest \$[insert amount] towards the collaboration.
- **Profit Sharing:** Profits resulting from this collaboration will be shared as follows: [Party A: XX% ; Party B: XX%].
- **Payment Schedule:** All financial contributions will be made as per the following schedule: [outline payment milestones, due dates, and amounts].
- **Financial Obligations:** Both parties agree to bear their respective expenses unless otherwise agreed upon in writing.

3. Mutual Responsibilities

- Each party will contribute their expertise, resources, and support to ensure the successful execution of the collaboration.
- Both parties agree to actively participate in joint planning, execution, and evaluation meetings.
- Confidentiality, compliance, and quality standards will be maintained as per mutually agreed guidelines.

4. Validity and Non-binding Nature

This LOI is intended as a preliminary expression of interest and does not create any legally binding obligations, except for the confidentiality clause and exclusive negotiation period, if applicable. Both parties acknowledge that a formal agreement will be required to proceed further.

5. Next Steps

Upon mutual agreement of these terms, both parties will engage in good faith negotiations to finalize a definitive collaborative agreement within [insert time frame].

We look forward to working together in the spirit of partnership and mutual benefit. Please indicate your acceptance of the terms outlined above by signing below.

Sincerely,

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

[Recipient Name]
[Recipient Title/Position]
[Company Name]

This Letter of Intent serves as a foundation for negotiations and should be customized to fit the specific needs and understanding between the parties involved.