

Letter of Intent for Startup Business Collaboration - Sample

[Your Company Name]

[Address Line 1]

[Address Line 2]

[City, State, ZIP Code]

Date: [Insert Date]

[Recipient's Name]

[Recipient's Company Name]

[Company Address Line 1]

[Company Address Line 2]

[City, State, ZIP Code]

Subject: Letter of Intent for Startup Business Collaboration

Dear [Recipient's Name],

This Letter of Intent (â€œLOIâ€) serves to express [Your Company Name]â€™s preliminary intention to enter into a formal business collaboration with [Recipient's Company Name] to jointly pursue opportunities in the field of [briefly describe industry, e.g., fintech, healthtech, etc.]. This collaboration is intended to leverage the unique strengths and resources of both parties in order to achieve shared objectives and mutual benefit.

Key Terms and Objectives

- **Purpose:** To outline the intent to collaborate on [briefly explain the project or initiative].
- **Scope:** Both parties will work together on [describe the nature and scope of collaboration].
- **Roles and Responsibilities:** [Your Company Name] will be responsible for [list main responsibilities]; [Recipient's Company Name] will provide [list main responsibilities/resources].
- **Confidentiality:** The parties agree to maintain the confidentiality of all proprietary information shared during this phase.
- **Timeline:** A detailed project plan and timelines will be agreed upon in the formal agreement.
- **Non-Binding:** This LOI is non-binding and serves solely as a basis for further negotiation and the drafting of a definitive agreement.

We believe that this collaboration holds significant potential and look forward to working closely with [Recipient's Company Name] to refine the details and formalize our partnership. Please confirm your acceptance of the intent outlined above by signing below.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledged and agreed:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]