

# Sample Letter of Intent for Business Collaboration Between Two Companies

[Your Company Letterhead]

Date: [Insert Date]

**To:**

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]

**Subject:** Letter of Intent for Business Collaboration

Dear [Recipient Name],

This letter serves as a formal expression of intent between [Your Company Name] ("Company A") and [Recipient Company Name] ("Company B") to enter into a business collaboration with mutual interests to pursue [briefly state the purpose, e.g., the joint development of products, expansion into new markets, etc.].

## 1. Purpose

The main objective of this collaboration is to [describe the purpose and goals, e.g., leverage each party's expertise to deliver innovation in XYZ sector].

## 2. Scope of Collaboration

Both parties intend to work together on [provide details on projects, products, services, or areas of collaboration].

## 3. Roles and Responsibilities

- **Company A:** [Outline key roles, resources, and responsibilities]
- **Company B:** [Outline key roles, resources, and responsibilities]

## 4. Terms and Conditions

The terms of this letter are non-binding and will be subject to further negotiation and the execution of a definitive agreement. The parties agree to act in good faith to negotiate and finalize the terms and conditions of the intended collaboration.

## 5. Confidentiality

Both parties agree to maintain confidentiality regarding any proprietary or sensitive information exchanged during the course of these discussions, as per the provisions outlined in a separate Non-Disclosure Agreement (NDA).

## 6. Duration and Termination

This Letter of Intent shall remain in effect until [insert date or condition], unless superseded by a formal agreement or terminated by either party with written notice.

## 7. Governing Law

This Letter of Intent shall be governed by and construed in accordance with the laws of [specify jurisdiction].

We look forward to building a mutually beneficial relationship and are confident that this collaboration will lead to successful outcomes for both parties.

Please indicate your acceptance of the terms outlined above by signing and returning a copy of this letter.

Sincerely,

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[Your Name]  
[Your Title]  
[Your Company Name]

Agreed and Accepted by:

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[Recipient Name]

[Recipient Title]

[Recipient Company Name]