

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This Letter of Intent shall remain in effect until [insert date or condition], unless superseded by a formal agreement or terminated by either party with written notice.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

[Your Name]

[Your Title]

[Your Company Name]

Agreed and Accepted by:

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