

Letter of Intent for Business Partnership Collaboration

Date: [Insert Date]

To:
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are pleased to submit this Letter of Intent (LOI) to express our mutual interest in establishing a business partnership collaboration between [Your Company Name] and [Recipient's Company Name]. The purpose of this LOI is to outline the understanding and intentions of both parties, setting the groundwork for a formal agreement in the near future.

1. Objectives of the Collaboration

The primary objectives of this collaboration are as follows:

- To leverage each party's expertise and resources for mutual growth
- To jointly develop and market [describe products/services/projects]
- To enhance market presence and competitiveness for both companies

2. Key Terms and Responsibilities

- [Your Company Name] will be responsible for [briefly describe roles and responsibilities].
- [Recipient's Company Name] will be responsible for [briefly describe roles and responsibilities].
- Both parties will commit to regular meetings and updates to ensure smooth collaboration.

3. Confidentiality

Both parties agree to maintain the confidentiality of proprietary information and not disclose any confidential information to third parties without prior written consent.

4. Non-Binding Agreement

This Letter of Intent is a non-binding expression of our mutual intent to collaborate. A detailed and binding agreement will be developed and signed upon the successful conclusion of further negotiations.

5. Next Steps

We propose an initial meeting on [suggested date] to discuss the collaboration details further and address any outstanding questions or requirements.

We look forward to a fruitful and long-lasting partnership. Please indicate your acceptance of this Letter of Intent by signing below.

Sincerely,

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

Accepted and Agreed By:

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Date]