

# Letter of Intent for International Business Collaboration

[Your Company Letterhead]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, Country, Postal Code]

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

Dear [Recipient Name],

We are pleased to present this letter of intent ("LOI") to confirm the mutual interest and intent of [Your Company Name], a company incorporated and existing under the laws of [Your Country], and [Recipient Company Name], a company duly incorporated under the laws of [Recipient Country], to engage in an international business collaboration.

## 1. Purpose

The primary objective of this collaboration is to [briefly describe the purpose, e.g., expand into new markets, jointly develop products or services, share technologies, etc.]. Both parties believe that this prospective partnership will provide mutual benefits and foster growth and innovation.

## 2. Scope of Collaboration

- Joint exploration of business opportunities in [target markets/regions]
- Co-development of products/services in [industry/sector]
- Sharing of expertise, knowledge, and resources
- Mutually agreed commercial and technical cooperation

## 3. Roles and Responsibilities

Each party will designate a liaison to coordinate activities and ensure effective communication regarding this collaboration. Specific responsibilities and further details will be defined in a future definitive agreement.

## 4. Confidentiality and Legal Considerations

Both parties agree to keep confidential any proprietary or sensitive information exchanged during the negotiation and collaboration processes, in accordance with applicable laws and any non-disclosure agreements.

## 5. Non-Binding Nature

This letter of intent serves to outline the basis of our understanding and underscores our commitment to good-faith negotiations. Except for the obligations under confidentiality, this LOI is non-binding and does not constitute a legally enforceable agreement.

## 6. Next Steps

Upon confirmation of mutual interest through this LOI, both parties shall commence discussions to negotiate and execute a detailed, binding collaboration agreement, incorporating the terms and conditions agreed upon herein.

We look forward to your positive response and to a successful collaboration for our mutual benefit.

Sincerely,

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

*This letter template may be adjusted according to the specific goals, industries, and legal requirements of the parties involved.*