

Letter of Intent for Business Partnership

Date: [Insert Date]

From:

[Your Name]
[Your Title]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

To:

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, ZIP Code]
[Recipient Email Address]
[Recipient Phone Number]

Subject: Letter of Intent for Business Partnership

Dear [Recipient Name],

1. Introduction

This Letter of Intent ("LOI") is made between [Your Company Name] and [Recipient Company Name] to express their mutual interest in entering into a business partnership. Both parties aim to explore the possibility of collaborating to achieve mutually beneficial goals.

2. Purpose

The purpose of this LOI is to outline the initial understanding between the parties regarding the formation of a partnership to [briefly describe the objective, e.g., "jointly develop and market a new product," "expand into new markets," or "collaborate on service delivery"].

3. Scope of Collaboration

The anticipated scope of the partnership includes, but is not limited to:

- [Define major areas of collaboration]
- [Joint responsibilities and initiatives]
- [Any specific deliverables or milestones]

4. Roles and Responsibilities

Both parties agree to actively participate in discussions and planning. A more detailed agreement will define specific roles and responsibilities, but, for the purposes of this LOI, the preliminary commitments are as follows:

- [Your Company Name]: [Briefly state contributions]
- [Recipient Company Name]: [Briefly state contributions]

5. Confidentiality

Both parties acknowledge and agree to maintain the confidentiality of any proprietary information shared in the course of these discussions and will not disclose such information to any third party without prior written consent.

6. Non-Binding Agreement

This letter is not intended to be a legally binding agreement but serves as an expression of intent to proceed with further discussions and negotiations. Any binding obligations will be set forth in a subsequent definitive agreement executed by both parties.

7. Next Steps

Upon signing this LOI, both parties agree to enter into good faith negotiations toward a formal partnership agreement. The proposed timeline for the next steps is as follows:

- [Set a date for next meeting/discussion]
- [Expected date for formal agreement]

We look forward to a successful and mutually beneficial collaboration. Please indicate your agreement with the terms outlined in this Letter of Intent by signing below.

[Your Company Name]

[Name]
[Title]

[Recipient Company Name]

[Name]
[Title]

Sincerely,

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