

Simple Letter of Intent for Joint Venture Business Collaboration

Date: [Insert Date]

From:

[Your Name]
[Your Company Name]
[Your Address]
[City, State, Zip Code]

To:

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Letter of Intent for Joint Venture Business Collaboration

Dear [Recipient's Name],

This letter serves as a formal expression of our intent to enter into a joint venture collaboration between [Your Company Name] and [Recipient's Company Name]. We believe that our combined resources, expertise, and efforts will enable us to achieve mutual business objectives and foster long-term growth.

Objectives and Scope:

The intended collaboration will focus on [briefly describe the target project, product, or service], including but not limited to:

- Defining the scope of the joint venture
- Outlining the contributions and responsibilities of each party
- Setting common goals and timelines
- Sharing risks, revenues, and resources as agreed

Contributions:

Each party agrees to contribute their respective resources, including but not limited to, capital, technology, manpower, and market access, as detailed in the forthcoming joint venture agreement.

Non-Binding Nature:

Please note that this letter of intent is non-binding and intended only to outline our mutual understanding. A comprehensive and legally binding joint venture agreement will be negotiated and signed by both parties.

We look forward to working together and believe that our collaboration will be of significant benefit to both organizations. Should you agree with the above, please sign below to acknowledge your acceptance of this letter of intent. We are available for further discussion and look forward to finalizing our joint venture agreement.

Sincerely,

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

Agreed and Accepted by:

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