

To: Mr. John Doe
ABC Corporation
123 Business Avenue
City, State ZIP

From: Jane Smith
XYZ Enterprises
456 Market Street
City, State ZIP

Subject: Letter of Intent for Business Collaboration

Dear Mr. Doe,

I am writing on behalf of XYZ Enterprises to express our intent to enter into a business partnership with ABC Corporation. We have conducted a preliminary assessment of the potential collaboration and believe that this partnership would be mutually beneficial.

The primary purpose of this Letter of Intent (LOI) is to outline the major terms and conditions under which we intend to proceed, and to serve as a basis for further negotiations and the drafting of a formal agreement. Key points of the intended collaboration include:

- Joint development of new market strategies and product offerings
- Commitment to quality assurance and customer satisfaction
- Adherence to mutually agreed timelines and deliverables
- Initial term of agreement proposed for 12 months, with an option to renew

This LOI is non-binding and intended only to summarize the current intentions of both parties. We look forward to discussing the terms in detail and working closely towards a formal partnership.

Please acknowledge your receipt and interest by responding at your earliest convenience. Should you have any questions or require further clarification, feel free to contact me directly.

Thank you for considering this opportunity.

Sincerely,

Jane Smith
CEO, XYZ Enterprises

Important Notes:

- An LOI is typically non-binding unless specified otherwise.
- Details should be reviewed by legal counsel before signing.
- Clearly stating intentions and terms helps prevent misunderstandings.
- This format can be customized to fit various types of business purposes.

