

Formal Letter of Intent for Business Proposal

Subject: Letter of Intent for Business Proposal

Dear [Recipient Name],

We are writing to express our intent to enter into a business relationship with [Recipient Company].

Our company, [Your Company], is interested in proposing [brief description of the proposal, e.g., joint venture, partnership, service provision] to mutually benefit both parties.

We intend to discuss the terms, scope, and potential collaboration strategies at a mutually convenient time. This letter is non-binding and intended solely to outline our interest in exploring this opportunity.

We look forward to your response and hope to initiate discussions soon.

Sincerely,

[Your Name]

[Position]

[Company Name]

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