**Sample Professional letter of intent**

Samantha Jones

27th Avenue

Kansas Missouri 78965

27th April 2010

XYZ Company

The Manager

4th Boulevard Street

Kansas Missouri 78653

Dear Manager:

As discussed last week regarding the proposal of being associated with our business, we have gone through the details listed in the business proposal. We really liked what you are offering us. As the stakes are high, looking at the condition of the market, we are more than happy to work with you.

We are willing to invest the same amount of money as we had discussed. The other related areas and issues that need to be looked into, are nothing but a mere formality. We would like to meet up with you before we finally sign the deal.

We could carry forward this discussion over a cup of coffee. You have my contact details; please feel free to call me anytime. I am looking forward to hear from you. Thank you.

Yours sincerely

Samantha Jones