

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Today's Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Letter of Intent

Dear [Recipient's Name],

I am writing to express our intent and interest in [describe the nature of the transaction, e.g., acquiring your company, forming a partnership, or leasing property]. This Letter of Intent outlines our preliminary understanding and the key terms we propose for the potential transaction.

1. Transaction Overview:

[Provide a brief description of the proposed transaction, including its purpose and goals.]

2. Purchase Price or Financial Terms:

[Specify the proposed purchase price, financial terms, or any other relevant financial details.]

3. Due Diligence:

Both parties will conduct a due diligence process to assess the transaction's feasibility, including a review of financial records, contracts, and other pertinent information.

4. Timeline:

We propose to complete the due diligence process by [Proposed Timeline] and finalize the transaction by [Proposed Closing Date].

5. Confidentiality:

All information shared during this negotiation, including this Letter of Intent, is considered confidential and may not be disclosed to third parties.

6. Exclusivity:

[Specify whether exclusivity is granted to either party during the negotiation period.]

7. Non-Binding Nature:

This Letter of Intent is non-binding, and it does not create a binding agreement. It serves as a framework for further discussions.

8. Costs:

Each party shall bear its own costs incurred during the negotiation and due diligence process.

9. Governing Law:

This Letter of Intent is governed by the laws of [Jurisdiction].

Please note that this Letter of Intent is subject to the negotiation and execution of a formal agreement that will contain more detailed terms and conditions. Neither party is legally obligated to proceed with the transaction until a binding agreement is reached and executed.

We look forward to engaging in further discussions to advance our shared objectives. If you have any questions or would like to discuss this matter further, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]