

# Letter of Intent Template

[CONFIDENTIALITY] - [If the information in your Letter of Intent is sensitive, adding “Confidential” at the very top of the letter can establish that right away.]

[DATE]

[YOUR NAME]

[YOUR TITLE AND COMPANY]

[YOUR ADDRESS]

[EMAIL AND PHONE]

[RECIPIENT NAME]

[RECIPIENT TITLE]

[NAME OF COMPANY]

[RECIPIENT ADDRESS]

Subject: Letter of Intent to [RELATIONSHIP] with [BUYER] and [SELLER]

[Example: “Subject: Letter of Intent to Merge the Assets of Company X and Company Y”]

Dear [RECIPIENT],

The objective of this letter of intent is to establish the conditions by which [BUYER] will begin negotiations to ultimately [PURCHASE, ACQUIRE, MERGE WITH] the [PROPERTY, COMPANY, ASSETS] of [SELLER].

This is a written agreement that buyer and seller will perform the obligations to be outlined in this letter ahead of the sale or official agreement (“Transaction”), and negotiate the terms and conditions of the potential Transaction in good faith.

It is understood and agreed upon that [PARTY] will perform [ACTION ITEM], the results or details of which will be provided to both parties for review ahead of any official Transaction. Any delays or extension for the performance of [ACTION ITEM] is to be agreed upon in writing by both parties.

[Repeat this section for separate action items, including inspections, due diligence, etc.]

[INSERT RELEVANT CLAUSES, STIPULATIONS, OR CONSIDERATIONS WHERE/IF RELEVANT]

This is only a letter of intent, and is intended to outline that negotiations are taking place between [BUYER] and [SELLER] and does not constitute a legally binding contract or legal agreement.

Sincerely,

[BUYER]

Agreed:

By:

Title:

Date:

