

# LETTER OF INTENT

Date: \_\_\_\_\_

Subject: Letter of Intent

Dear \_\_\_\_\_,

I am writing to express \_\_\_\_\_'s intent to  
\_\_\_\_\_ with \_\_\_\_\_. This  
Letter of Intent outlines the preliminary understanding of the proposed terms of the  
agreement and serves as a basis for the future development of a formal agreement.

## 1. Parties Involved

This agreement is between, referred to as “,” and, referred to as “.”

## 2. Purpose

The purpose of this Letter of Intent is to outline the preliminary terms and conditions for  
\_\_\_\_\_.

## 3. Key Terms

Agreement/Transaction Type: \_\_\_\_\_

Proposed Terms: \_\_\_\_\_

Obligations of \_\_\_\_\_:

\_\_\_\_\_

Obligations of \_\_\_\_\_:

\_\_\_\_\_

## 4. Due Diligence

---

---

---

## 5. Confidentiality

Both parties agree to keep all information exchanged in relation to this Letter of Intent confidential, unless otherwise required by law or mutually agreed upon.

## 6. Non-binding Nature

This Letter of Intent is non-binding and serves only as a guide for further negotiations. It does not constitute a legally binding agreement, nor does it obligate either party to proceed with the proposed transaction. A formal agreement will be required to finalize any commitments.

## 7. Timeline

---

---

---

---

## 8. Next Steps

We look forward to your feedback on the above terms and to the successful conclusion of negotiations. Please feel free to contact me at \_\_\_\_\_ or \_\_\_\_\_ should you have any questions or need further clarification.

Sincerely,

---

---

---