Date: [Current Date]

To: [Developer Name]
Project Name: [Condo Project Name]
Address: [Sales Gallery Address]

Subject: LETTER OF INTENT AND UNIT RESERVATION

Dear Sales Team,

This letter confirms my formal intent to reserve a luxury residential unit in the [Project Name] development. I wish to reserve the following unit type/specific unit based on the current site plan:

- **Unit Number/Floor:** [Unit Number or Preferred Floor Range]
- **Unit Type:** [e.g., 2 Bedroom + Den / Penthouse]
- **Estimated Square Footage:** [Square Footage]
- **Reserved Purchase Price:** $[Amount]

Reservation Deposit:
Enclosed with this letter is a refundable deposit in the amount of $[Deposit Amount] (the "Reservation Fee"). I understand that this fee will be held in escrow and applied toward the total down payment upon the execution of a formal Purchase and Sale Agreement.

Terms of Reservation:
I understand that this reservation grants me the exclusive right to purchase the unit listed above for a period of [Number] days. During this time, the developer will prepare the full contract documentation for my review. If I choose not to proceed with the purchase within this period, the Reservation Fee shall be fully refunded to me.

Purchaser Information:

Full Name(s): [Primary Buyer Name] & [Co-Buyer Name]
Address: [Street Address, City, State, Zip]
Phone Number: [Phone Number]
Email: [Email Address]
Legal Representative/Attorney: [Name and Contact Info]

Please acknowledge receipt of this reservation and the accompanying deposit.

Sincerely,

_____
[Purchaser Signature]

_____
[Purchaser Name Printed]

Acknowledgment of Receipt (Developer Use Only):

Received by: _____ Date: _____