Date: [Insert Date]

To: [Seller Name]
Address: [Seller Address]
City, State, Zip: [Seller City, State, Zip]

RE: Letter of Intent to Purchase Commercial Property

Dear [Seller Name or Contact Person],

This letter outlines the proposed terms and conditions under which [Buyer Name] ("Buyer") offers to purchase the real property located at [Property Address/Legal Description] ("Property") from [Seller Name] ("Seller").

1. Purchase Price: The proposed purchase price is $[Amount] payable in cash at closing.

2. Earnest Money Deposit: Within [Number] days of the execution of a formal Purchase and Sale Agreement, Buyer will deposit $[Amount] into an escrow account with [Escrow Company Name].

3. Due Diligence Period: Buyer shall have [Number] days from the date of the signed agreement to conduct inspections, environmental assessments, and review financial records related to the property.

4. Financing: This offer is [contingent / not contingent] upon the Buyer obtaining financing in the amount of $[Amount] at prevailing market rates.

5. Closing Date: Closing shall occur within [Number] days after the expiration of the Due Diligence Period.

6. Closing Costs: [Buyer/Seller/Shared] shall pay for the title insurance, transfer taxes, and escrow fees associated with this transaction.

7. Expiration of Offer: This offer remains valid until [Date/Time]. If not accepted by this time, the offer shall be deemed withdrawn.

This letter is a non-binding expression of intent and serves as a framework for a formal Purchase and Sale Agreement to be drafted upon acceptance.

Sincerely,

[Signature]
[Printed Name]
[Company Name]
[Phone Number]
[Email Address]

Acceptance:

The undersigned Seller hereby accepts the terms of this offer.

Signature: ____________________________ Date: __________