

Date: [Insert Date]

To: [Seller Name or Listing Agent Name]  
[Company Name, if applicable]  
[Address]

**RE: Letter of Intent for Purchase of Commercial Property**

Property Address: [Insert Full Property Address]  
Tax ID/Parcel Number: [Insert Number]

Dear [Name],

This Letter of Intent sets forth the proposed terms and conditions under which [Buyer Name/Entity] ("Buyer") offers to purchase the above-referenced property from [Seller Name] ("Seller").

- 1. Purchase Price:** The proposed purchase price is \$[Amount] USD.
- 2. Earnest Money Deposit:** Buyer will deposit \$[Amount] into escrow within [Number] business days of the execution of a formal Purchase and Sale Agreement.
- 3. Sight-Unseen Provision:** Seller acknowledges that Buyer is submitting this offer without having physically inspected the property. This offer is contingent upon Buyer's satisfaction with a physical inspection to be conducted during the due diligence period.
- 4. Due Diligence Period:** Buyer shall have [Number] days from the effective date of the Purchase Agreement to conduct inspections, environmental assessments, zoning reviews, and financial audits. Buyer may terminate the agreement for any reason during this period and receive a full refund of the Earnest Money.
- 5. Closing Date:** Closing shall occur within [Number] days following the expiration of the Due Diligence Period.
- 6. Contingencies:** This offer is subject to the following:
  - Buyer's physical inspection of the premises.
  - Buyer obtaining satisfactory financing.
  - Seller providing clear and marketable title.
- 7. Non-Binding Nature:** This letter is a non-binding expression of intent and creates no legal obligation on either party until a formal Purchase and Sale Agreement is signed.
- 8. Expiration:** This offer remains valid until [Date] at [Time].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Phone Number]

[Email Address]