

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Seller Name]
[Seller Address]

RE: Letter of Intent for Purchase of [Property Address/Description]

Dear [Seller Name],

I am writing to formally express my interest in purchasing the commercial property located at [Property Address]. After reviewing the asset, I would like to propose a purchase structure that includes seller financing. This arrangement offers a steady stream of income and potential tax benefits for you, while allowing for a streamlined closing process.

My proposed terms are as follows:

- **Purchase Price:** \$[Total Purchase Amount]
- **Down Payment:** \$[Amount] ([Percentage]%) to be paid at closing.
- **Financed Amount:** \$[Remaining Balance] to be carried by the Seller.
- **Interest Rate:** [Interest Rate]% per annum.
- **Amortization:** [Number of Years] years.
- **Balloon Payment:** All remaining principal and interest due at the end of month [Number of Months].
- **Monthly Payment:** Approximately \$[Amount] (Principal and Interest).
- **Collateral:** The loan will be secured by a first position Deed of Trust or Mortgage on the property.

Due Diligence: I will require a period of [Number] days to complete inspections and financial reviews.

Closing Date: Within [Number] days following the expiration of the due diligence period.

This proposal is a non-binding letter of intent intended to outline the basic terms of a potential transaction. If these terms are acceptable to you, I will have my counsel prepare a formal Purchase and Sale Agreement.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]