

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Seller Name/Company Name]

[Seller Address]

[City, State, Zip Code]

RE: Letter of Intent to Purchase Office Building

Dear [Seller Name],

This Letter of Intent ("LOI") sets forth the proposed terms and conditions under which [Buyer Name] ("Buyer") intends to purchase the office building located at [Property Address] ("Property") from [Seller Name] ("Seller").

- 1. Purchase Price:** The proposed purchase price is \$[Amount] payable in cash at closing.
- 2. Earnest Money:** Within [Number] days of the execution of a formal Purchase and Sale Agreement (PSA), Buyer will deposit \$[Amount] into escrow with [Escrow Company Name].
- 3. Due Diligence Period:** Buyer shall have [Number] days from the execution of the PSA to conduct inspections, review financial records, and perform environmental assessments.
- 4. Financing:** [Buyer will obtain third-party financing / This is a cash offer].
- 5. Closing Date:** The closing shall occur within [Number] days after the expiration of the Due Diligence Period.
- 6. Exclusivity:** Seller agrees not to negotiate with other parties regarding the sale of the Property for a period of [Number] days from the signing of this LOI.
- 7. Non-Binding Nature:** This LOI is a statement of intent only and is not a legally binding contract, except for the Exclusivity provision above. A formal Purchase and Sale Agreement will follow.
- 8. Expiration:** This offer remains valid until [Date/Time].

Sincerely,

[Signature]
[Printed Name]
[Title]

Accepted and Agreed:

[Seller Name/Authorized Representative]
Date: _____