

**[Your Name/Company Name]**

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

**Date:** [Current Date]

**[Seller Name]**

[Seller Address]

[City, State, Zip Code]

**RE: Letter of Intent to Purchase [Hotel Name/Property Name]**

Dear [Seller Name],

This Letter of Intent ("LOI") sets forth the proposed terms and conditions under which [Buyer Name] ("Buyer") would purchase the property located at [Property Address], including all land, buildings, improvements, furniture, fixtures, and equipment (the "Property").

- 1. Purchase Price:** The total purchase price shall be \$[Amount] USD.
- 2. Earnest Money Deposit:** 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, franchise agreements, and environmental reports.
- 4. Financing:** [Buyer to specify if the offer is cash or contingent upon obtaining financing].
- 5. Closing Date:** The closing shall take place within [Number] days after the expiration of the Due Diligence Period.
- 6. Existing Contracts & Employees:** [Specify whether existing hotel staff and management contracts will be retained or terminated].
- 7. Exclusivity:** Seller agrees not to negotiate with other parties for a period of [Number] days from the signing of this LOI.
- 8. Non-Binding Nature:** This LOI is a statement of intent only and is not a legally binding contract, with the exception of the Exclusivity and Confidentiality clauses. Formal obligations will only arise upon the execution of a final Purchase and Sale Agreement.

If these terms are acceptable, please sign and return a copy of this letter by [Expiration Date].

Sincerely,

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**[Buyer Signature]**

**Accepted and Agreed:**

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**[Seller Signature]**

Date: \_\_\_\_\_