

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Letter of Intent - Proposed Purchase of [Property Description or Asset Name]

Dear [Recipient Name],

This letter outlines the proposed terms and conditions under which [Your Name/Company Name] ("Buyer") offers to purchase [Property/Asset Name] from [Seller Name] ("Seller").

1. Purchase Price: The proposed purchase price is \$[Amount] (the "Purchase Price").

2. Payment Terms:

- **Earnest Money Deposit:** \$[Amount] to be held in escrow upon execution of a formal Purchase Agreement.
- **Cash at Closing:** The remaining balance of \$[Amount] shall be paid in full at the time of closing.
- **Financing:** [Specify if the offer is all-cash or subject to third-party financing].

3. Due Diligence Period: The Buyer shall have [Number] days from the date of the signed agreement to conduct inspections, review financial records, and complete all necessary due diligence.

4. Closing Date: The closing shall take place on or before [Date], or within [Number] days following the expiration of the Due Diligence Period.

5. Contingencies: This offer is subject to the following conditions:

- Satisfactory physical inspection of the assets/property.
- Verification of all financial statements and records.
- Ability of the Buyer to obtain necessary financing.
- [Additional Contingency]

6. Exclusivity: The Seller agrees not to negotiate with any other parties regarding the sale of this [Property/Asset] for a period of [Number] days following the signing of this letter.

7. Validity: This proposal remains valid until [Date/Time].

This letter is a non-binding expression of intent and serves as a framework for a formal Purchase Agreement.

Sincerely,

[Signature]

[Your Printed Name]

Accepted by Seller:

Signature: _____ Date: _____