

[Sender Name]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

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

**RE: Non-Binding Statement of Intent regarding [Project/Subject Name]**

Dear [Recipient Name],

This letter outlines the preliminary interest and current understanding between [Sender Name] and [Recipient Name] regarding [description of potential transaction or collaboration].

**1. Purpose**

The purpose of this letter is to summarize the discussions held to date and to provide a framework for future formal negotiations.

**2. Non-Binding Nature**

Except for the provisions regarding [Confidentiality/Exclusivity, if applicable], this letter is intended solely as a non-binding expression of intent. It does not create any legal obligation, contract, or commitment by either party. No party shall be bound by the terms described herein until a formal written agreement is executed and delivered by both parties.

**3. Termination**

Either party may terminate discussions regarding this matter at any time, for any reason or no reason, by providing written notice to the other party.

**4. Expenses**

Each party shall be responsible for its own costs and expenses incurred in connection with this letter and the negotiation of any subsequent agreement.

Sincerely,

[Signature]  
[Printed Name]  
[Title]

**Acknowledged and Agreed:**

\_\_\_\_\_  
[Recipient Name / Representative]  
Date: \_\_\_\_\_