

[Law Firm Name]
[Street Address]
[City, State, Zip Code]

[Date]

[Landlord/Developer Name]
[Company Name]
[Street Address]
[City, State, Zip Code]

RE: Letter of Intent - Corporate Office Build-Out Development

Dear [Name of Representative],

This Letter of Intent ("LOI") outlines the preliminary terms and conditions under which [Law Firm Name] ("Tenant") proposes to enter into an agreement with [Landlord/Developer Name] ("Landlord") for the interior build-out and development of corporate office space.

- 1. Premises:** Approximately [Square Footage] rentable square feet located at [Suite Number/Floor] of [Building Name/Address].
- 2. Scope of Work:** The project includes the design, engineering, and construction of high-end legal offices, including private offices, conference rooms, a law library, IT server room, and administrative workstations as per the preliminary space plan dated [Date].
- 3. Tenant Improvement Allowance:** Landlord shall provide a build-out allowance of \$[Amount] per rentable square foot to be applied toward hard and soft construction costs.
- 4. Project Management:** [Landlord/Tenant] shall manage the construction process. All contractors and subcontractors shall be subject to mutual approval by both parties.
- 5. Substantial Completion:** The target date for substantial completion and delivery of the premises is [Date].
- 6. Rent Commencement:** Rent shall commence [Number] days following substantial completion of the build-out or upon Tenant's occupancy of the space, whichever occurs first.
- 7. Confidentiality:** Both parties agree to keep the terms of this LOI and any proprietary information shared during negotiations confidential.
- 8. Non-Binding Nature:** This LOI is a statement of intent only and does not constitute a legally binding agreement. A binding obligation shall only arise upon the execution of a formal Lease Agreement or Construction Addendum.

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

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]

Agreed and Accepted:

[Landlord Representative Signature]

Date: _____