

[Your Name]  
[Your Title]  
[Date]

[Recipient Name]  
[Recipient Title/Company]  
[Address]

## **Re: Letter of Intent for Expedited Shareholder Equity Buyout**

Dear [Recipient Name],

This Letter of Intent ("LOI") outlines the proposed terms for the expedited purchase of shareholder equity held by [Seller Name] in [Company Name].

**1. Purchase Price:** The Purchaser proposes to acquire [Number/Percentage] of shares for a total consideration of \$[Amount], payable in [Cash/Wire Transfer] at closing.

**2. Expedited Timeline:** Both parties agree to act in good faith to complete due diligence and execute the final Share Purchase Agreement (SPA) within [Number] business days of signing this LOI.

**3. Conditions to Closing:** The buyout is subject to the following:

- Review and approval of current financial statements.
- Verification of clear title to the shares, free of liens or encumbrances.
- Execution of a standard release of liability and non-compete/non-solicitation agreement.

**4. Exclusivity:** The Seller agrees to a "no-shop" period of [Number] days, during which they will not negotiate with other parties regarding the sale of these shares.

**5. Confidentiality:** The terms of this LOI and all information exchanged during the buyout process shall remain strictly confidential.

**6. Non-Binding Nature:** Except for the provisions regarding Exclusivity and Confidentiality, this letter is a non-binding expression of intent and does not constitute a legal obligation until a formal Share Purchase Agreement is signed.

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

Sincerely,

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[Your Signature]

**Accepted and Agreed:**

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[Seller Signature]

[Date]