

[Sender Name]
[Sender Address]
[Date]

[Recipient Name]
[Recipient Address]

RE: Letter of Intent regarding [Project/Subject Name]

Dear [Recipient Name],

This letter outlines the preliminary understanding between [Party A] and [Party B] regarding the proposed [Transaction/Partnership].

Section 1: Non-Binding Provisions

The following paragraphs of this letter are intended only as an expression of intent and do not create any legal obligation or binding agreement between the parties:

- **Proposed Terms:** [Describe the core goals or deal points].
- **Timeline:** The parties intend to complete formal negotiations by [Date].
- **Pricing:** The estimated value of the project is [Amount].

Section 2: Binding Provisions

Notwithstanding the non-binding nature of the sections above, the following paragraphs shall be legally binding upon the parties from the date of signature:

- **Confidentiality:** Both parties agree to keep all shared information private and secure.
- **Exclusivity:** The parties agree not to negotiate with third parties for a period of [Number] days.
- **Governing Law:** This letter shall be governed by the laws of [State/Country].
- **Expenses:** Each party is responsible for their own legal and professional fees.

If the terms above are acceptable, please sign and return a copy of this letter.

Sincerely,

[Sender Signature]

Agreed and Accepted:

[Recipient Signature]

[Date signed]