

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Name of Technology Transfer Officer]

[Office of Technology Transfer/Commercialization]

[University Name]

[University Address]

RE: Letter of Intent for Licensing [Technology Title/Reference Number]

Dear [Officer Name],

This Letter of Intent ("LOI") expresses the interest of [Your Company Name] in negotiating an exclusive/non-exclusive license for the technology titled "[Title of Research/Technology]," identified by University Reference Number [Insert Number], developed by [Lead Researcher Name].

1. Background and Objective:

[Your Company Name] is engaged in [Brief description of your business]. We have identified the aforementioned technology as a strategic fit for our development pipeline, specifically for the purpose of [State intended application or product].

2. Proposed Terms:

We propose to enter into a formal License Agreement based on the following preliminary terms:

- **Field of Use:** [Define the industry or specific use case].
- **Territory:** [e.g., Worldwide or specific countries].
- **Financial Considerations:** Compensation structure to include an upfront fee, milestone payments, and running royalties on net sales.

3. Due Diligence and Evaluation:

To finalize our commercialization plan, we request a [Number]-day evaluation period to review technical data and patent filings under a non-disclosure agreement.

4. Non-Binding Effect:

This LOI is a statement of intent only and does not create a legally binding obligation, except for provisions regarding confidentiality and negotiation exclusivity (if applicable).

We look forward to discussing this opportunity further. Please contact me at [Phone Number] or [Email] to schedule a preliminary meeting.

Sincerely,

[Signature]

[Printed Name]

[Job Title]