

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient Name]
[Recipient Title]
[Target Company Name]
[Target Company Address]

Re: Letter of Intent for Joint Venture and Technology Transfer

Dear [Recipient Name],

This Letter of Intent ("LOI") outlines the preliminary understanding and intent between [Your Company Name] and [Target Company Name] to establish a Joint Venture (JV) focused on the transfer and commercialization of [Name of Technology/Process].

1. Objectives: The parties intend to collaborate to combine [Your Company Name]'s [Resource/Technology] with [Target Company Name]'s [Resource/Market Access] to develop and distribute [Product/Service].

2. Technology Transfer: [Transferring Party] agrees to transfer the necessary licenses, technical data, and know-how regarding [Specific Technology] to the Joint Venture entity for the purpose of [State Purpose].

3. Proposed Structure: The parties intend to form a new legal entity where [Your Company Name] will hold [%] ownership and [Target Company Name] will hold [%] ownership.

4. Contributions:

- [Your Company Name] will contribute: [Financial investment, IP, or equipment].
- [Target Company Name] will contribute: [Financial investment, manufacturing facilities, or distribution networks].

5. Confidentiality: Both parties agree that all proprietary information exchanged during negotiations shall remain strictly confidential and shall not be disclosed to third parties without prior written consent.

6. Due Diligence: Following the signing of this LOI, both parties will have a period of [Number] days to conduct technical, financial, and legal due diligence.

7. Non-Binding Nature: This LOI is a statement of intent and does not create a legally binding obligation, except for the provisions regarding confidentiality and exclusivity.

8. Expiration: This offer shall expire if not accepted by [Date].

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

Sincerely,

[Signature]

[Printed Name]

[Title]

[Your Company Name]

Accepted and Agreed:

For [Target Company Name]:

Signature: _____

Name: _____

Title: _____

Date: _____