

[Sender Name]  
[Sender Title]  
[Sender Organization]  
[Sender Address]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address]

**Re: Letter of Intent for Biotechnology Intellectual Property Transfer**

Dear [Recipient Name],

This Letter of Intent ("LOI") outlines the preliminary terms for the transfer of certain biotechnology intellectual property from [Transferor Name] ("Transferor") to [Transferee Name] ("Transferee").

**1. Description of Intellectual Property:**

The assets to be transferred include [Description of IP, e.g., Patent Numbers, Genetic Sequences, Cell Lines, Protocols, or Biological Materials].

**2. Proposed Transaction:**

The Transferee intends to acquire [Exclusive/Non-Exclusive] rights to the IP for the purposes of [Commercialization/Research/Development] in the field of [Specify Field, e.g., Oncology, Agricultural Biotech].

**3. Consideration:**

In exchange for the IP transfer, the Transferee proposes the following compensation: [Amount and Payment Schedule, e.g., Upfront Payment, Milestones, or Royalty Percentages].

**4. Due Diligence:**

Following the execution of this LOI, the Transferee will have a period of [Number] days to conduct technical and legal due diligence regarding the IP.

**5. Confidentiality:**

Both parties agree to keep the terms of this LOI and all shared technical data confidential under the existing Non-Disclosure Agreement dated [Date].

**6. Non-Binding Nature:**

This LOI reflects the intent of the parties to negotiate a definitive Transfer Agreement. Except for the confidentiality and exclusivity provisions, this document is not a legally binding contract.

**7. Expiration:**

This proposal shall expire if not accepted by [Date].

Sincerely,

[Signature]

[Typed Name]

[Title]

**Accepted and Agreed:**

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For [Recipient Organization]

Date: [Date]