

[Company Letterhead]

[Date]

[Name of Recipient/Firm Name]

[Address Line 1]

[City, State, Zip Code]

RE: Letter of Intent - IPO Prospectus Drafting Services

Dear [Contact Person Name],

This Letter of Intent ("LOI") confirms the interest of [Company Name] (the "Company") in engaging [Firm Name] (the "Consultant") to provide professional services related to the drafting of a prospectus for an Initial Public Offering (IPO).

1. Scope of Services: The Consultant shall assist the Company in the preparation, drafting, and finalization of the IPO Prospectus in accordance with [Relevant Regulatory Body, e.g., SEC] requirements. This includes, but is not limited to, business descriptions, risk factors, management discussion and analysis (MD&A), and coordination with legal and financial auditors.

2. Proposed Timeline: The parties intend to commence the drafting process on [Start Date] with a target completion date for the first filing draft by [Target Date].

3. Compensation: The proposed fee for these services is [Dollar Amount], payable according to the following milestones: [e.g., 20% upon signing, 40% upon first draft, 40% upon filing].

4. Confidentiality: All information shared during this engagement shall be treated as strictly confidential. The parties agree to execute a formal Non-Disclosure Agreement (NDA) prior to the exchange of sensitive data.

5. Non-Binding Nature: Except for the provisions regarding confidentiality, this LOI is a statement of intent and does not constitute a legally binding agreement. A formal Service Agreement will be executed following due diligence.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

Accepted and Agreed:

Signature: _____

Name: [Representative of Consultant]

Date: _____