

[Sender Name]
[Sender Company/Firm]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Company]
[Address]
[City, State, Zip Code]

RE: LETTER OF INTENT FOR PRE-LITIGATION SETTLEMENT REGARDING [IP ASSET NAME/REGISTRATION NUMBER]

Dear [Recipient Name],

This Letter of Intent ("LOI") outlines the proposed terms for a settlement between [Sender Name] ("Claimant") and [Recipient Name] ("Respondent") regarding the unauthorized use of [describe Intellectual Property, e.g., Trademark, Copyright, or Patent] (the "Infringement").

The parties intend to resolve this dispute without the need for formal litigation under the following preliminary terms:

1. **Cessation of Use:** Respondent shall immediately and permanently cease all use, display, and distribution of the infringing materials.
2. **Destruction of Inventory:** Respondent agrees to destroy or deliver to Claimant all physical and digital copies of infringing materials within [Number] days of the final agreement.
3. **Settlement Payment:** Respondent shall pay to Claimant a one-time settlement sum of \$[Amount] in consideration for the release of claims.
4. **Full Release:** Upon payment and compliance with the terms, Claimant shall grant Respondent a full release of all claims related to the Infringement occurring prior to the date of the formal agreement.
5. **Confidentiality:** Both parties agree to keep the terms and existence of this settlement confidential, except as required by law.
6. **Non-Binding Nature:** Except for the provisions regarding confidentiality, this LOI is a statement of intent only and does not create a legally binding obligation. A binding agreement shall only exist upon the execution of a formal Settlement Agreement.

Please indicate your acceptance of these preliminary terms by signing and returning a copy of this letter by [Deadline Date].

Sincerely,

[Signature]
[Printed Name]
[Title]

Agreed and Accepted:

Signature: _____
Name: [Recipient Name]
Title: _____
Date: _____