{My Full Name}

{My Street Address}

{My City, ST Zip}

{My Email Address}

{Date Today}

{Recipient Name}

{Recipient Title}

{Recipient Company}

{Recipient Address}

{Recipient City, St Zip}

Dear {Recipient Name}:

[**Instructions:** This template provides structure and guidance for writing a Letter of Intent. Simply replace information in brackets[] or braces {} with your own information and text. For additional tips, examples and guidance on using this template, see the [Letter of Intent](http://www.vertex42.com/WordTemplates/letter-of-intent.html) page on Vertex42.com.]

[Short introduction paragraph – indicate you are submitting this letter with the intent to do a specific action (purchase, partner, acquire, license, etc.). Indicate that the intent is based on the following conditions.]

[Define the specifics about the item behind the intent listing all pertinent variations of the item or supporting material. Provide indication or your intent with respects to the liabilities.]

[Considerations – Propose what you are willing to provide as compensation or other as consideration for the specifics listed above. Be sure to define amounts, timing.]

[Provide conditions for the transaction. This may include conditions on due diligence, limitations on further seeking other interested parties or confidentiality.]

[Indicate that this letter is not an official offer and that all details would need to be negotiated and executed through a formal Purchase (or other) Agreement.]

[Indicate your expected timing for the transaction to take place assuming you were selected.]

Sincerely (or Respectfully Yours),

(Sign here for letters sent by mail or fax)

{My Full Name}