

# LETTER OF INTENT

(TRANSACTION)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Effective Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE:** \_\_\_\_\_

This letter of intent, (the "Letter of Intent"), represents the basic terms for an agreement that shall be considered  binding  non-binding. After this Letter of Intent has been made, another formal agreement may be constructed to the benefit of the Parties.

**I. The Buyer:** \_\_\_\_\_ (the "Buyer") with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_.

**II. The Seller:** \_\_\_\_\_ (the "Seller") with a mailing address of \_\_\_\_\_, City of \_\_\_\_\_, State of \_\_\_\_\_.

**III. The Transaction:** Buyer agrees to pay the Seller the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) ("Purchase Price") in exchange for \_\_\_\_\_ ("Goods/Services").

**IV. Payment:** Payment shall be paid in the following manner: (check one)  -

**At a Later Date:** The Purchase Price must be paid by: (check one)

- the Date of \_\_\_\_\_, 20\_\_\_\_\_.
- the Date mentioned in the formal agreement.

- **Signing:** The Purchase Price must be paid at the time of signing  this Letter of Intent  another formal agreement.

- **Other:** \_\_\_\_\_.

**V. Deposit:** With the signing of this Letter of Intent, the Parties agree that: (check one)

- **Deposit is Required:** The Buyer shall remit to the Seller, together with this Letter of Intent, payment in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) ("Deposit"). The Deposit shall be accepted by the Seller as: (check one)

Refundable under the following terms: \_\_\_\_\_  
\_\_\_\_\_.  Non-Refundable.

- **Deposit is NOT Required:** The Buyer shall not be required to make payment at the time of signing this Letter of Intent.

**VI. Financing:** The Buyer has made it known that: (check one)

- **Conditional Upon Financing:** This Letter of Intent is conditional on the Buyer's ability to obtain financing. Financing shall be under the following terms:  
\_\_\_\_\_  
\_\_\_\_\_.

- **NOT Conditional Upon Financing:** This Letter of Intent is not conditional on the Buyer's ability to obtain financing.

**VII. Currency:** All mentions of money or the usage of the "\$" icon shall be known as referring to the US Dollar.

**VIII. Governing Law:** This Letter of Intent shall be governed under the laws by the State of \_\_\_\_\_.

**SELLER**

Seller's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

**BUYER**

Buyer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Page 2 of 3

## LETTER OF INTENT (EMPLOYMENT)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RE:** \_\_\_\_\_

Dear \_\_\_\_\_,

I, \_\_\_\_\_, am writing this Letter of Intent to request employment for the position of \_\_\_\_\_.

I believe I would make a strong fit for the available position due to the following:

\_\_\_\_\_  
—  
\_\_\_\_\_  
—

Furthermore, I am passionate about staying up to date with the current practices and duties related to the available position and have exemplified this through my experiences at: \_\_\_\_\_  
\_\_\_\_\_

If you have any questions regarding my skillset, availability, or any other items please contact me by phone at \_\_\_\_\_ or by email at \_\_\_\_\_.  
I appreciate your time and consideration in reviewing this letter.

Sincerely,

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Signature

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Print Name