**LETTER OF INTENT**

(TRANSACTION)

[SENDER NAME]

[SENDER ADDRESS]

[SENDER CITY, STATE, ZIP CODE]

Effective Date: [DATE]

[RECIPIENT NAME]

[RECIPIENT ADDRESS]

[RECIPIENT CITY, STATE, ZIP CODE]

**RE:** SUBJECT

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**: [BUYER NAME] (the “Buyer”) with a mailing address of [STREET ADDRESS], City of [CITY], State of [STATE].

**II. The Seller**: [SELLER NAME] (the “Seller”) with a mailing address of [SELLER ADDRESS], City of [CITY], State of [STATE].

**III. The Transaction**: Buyer agrees to pay the Seller the amount of [PURCHASE PRICE] Dollars ($[AMOUNT IN DOLLARS]) (“Purchase Price”) in exchange for [GOODS/SERVICES]. (“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 [DATE].

[ ]  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**: [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 [DEPOSIT] Dollars ($[DOLLAR AMOUNT]) (“Deposit”). The Deposit shall be accepted by the Seller as: (check one)

[ ]  Refundable under the following terms: [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:

[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 [STATE].

**SELLER**

Seller’s Signature [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.esign.com/) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**BUYER**

Buyer’s Signature [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://www.esign.com/) Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**LETTER OF INTENT**

(EMPLOYMENT)

[SENDER NAME]

[SENDER ADDRESS]

[SENDER CITY, STATE, ZIP CODE]

Date: [DATE]

[RECIPIENT NAME]

[RECIPIENT ADDRESS]

[RECIPIENT CITY, STATE, ZIP CODE]

**RE:** [SUBJECT]

Dear [RECIPIENT NAME],

I, [SENDER NAME], am writing this Letter of Intent to request employment for the position of [POSITION].

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

[EXPLAIN]

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: [EXPERIENCE]

If you have any questions regarding my skillset, availability, or any other items please contact me by phone at [PHONE NUMBER] or by email at [EMAIL ADDRESS]. I appreciate your time and consideration in reviewing this letter.

Sincerely,

[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://www.esign.com/)

Signature

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

Print Name