**[Date]**

**[Name of Recipient]**

**[Company Name]**

**[Address]**

**Subject: Letter of Intent to [purpose]**

Dear [Name of Recipient],

The purpose of this letter is to outline the intent of [company name] and [company name] to *[State the intent. For example: to merge, make an acquisition, form a partnership, etc. The bulk of your letter will be written here as you state the specifics of your intention]*.

This letter of intent is subject to the following terms:

1. **Due Diligence** – Each party will have the right to review all financial and legal ramifications of the intended transaction before entering into a final contract.
2. **Final Agreement** – If this letter of intent is acceptable, both parties will enter into a sperate, final agreement that is inclusive of the terms and specifics contained herein.
3. **Legal Council** – At any time, either party shall have the right to seek independent Legal Council regarding this letter and/or any associated communication arising from this correspondence.
4. **Expenses and Liability** - Any expenses arising from this letter of intent will be the responsibility of whichever party they are incurred by. Neither party shall in any way be held liable for the other for any cause.

Prior to the execution of a formal agreement, neither party will make a public announcement regarding this transaction, nor offer any comment as to the specifics of the transaction. Information may be communicated internally for the purposes of working on a final agreement, but third parties may only be privy to this information if consent is given.

*[If a broker has been used to facilitate the business transaction between the two parties, state what their fees are and who will be responsible for paying them.]*

This letter of intent shall be considered to be non-binding. A binding contract shall be created at a later date if necessary.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Name]

[Title]

[Contact information]