**TEMPLATE FOR A LETTER OF INTENT**

Disclaimer:

* This letter is applicable to only those who are applying for a Skilled Worker Permit for Self-Employment with a Company in Norway or Job Seeker permit.
* Please note that this is merely a suggestion of a structure. You are free to send this to your “potential client” as a guide to help them write one.
* A Letter of Intent is written by someone or institution who would like to hire you in the future. It is an expression of interest and is not legally binding on them, like a contract. It is important to communicate this to your “potential client”.
* The fact that this is not binding, should encourage institutions you have some rapport with or have built trust with to write you a letter of intent.
* Letters from large and small institutions always carry more weight than those from sole proprietorships (like, letters from your friends).
* On the other hand, a letter of intent doesn’t carry the same weight as a contract. It is always advisable to have a couple of contracts for security.

Letterhead of the institution or organization intending to hire you/your org

To,

Your name/your organization name

Org. nr.

Address

Date

The letter should be addressed to you or your org.

The letter must state an intention to work with you and mention your company name, if necessary, the organization number too.

It must mention specific project names, the role or assignment you are being hired for, the number of hours of work (if possible) and the fee.

The fee can be written as “XXX NOK/hr”, preferably an above average hourly rate, so 200 NOK and above. If the project has a funding source, mention that. The letter can mention that the fee can be negotiated closer to the time of the project.

It is good to give a start date of the project; not too far in the future in case you want to use this LOI to ask for permission to start working while the visa is processing.

The letter can also mention any previous good experience of working with you/your organization, especially if this is a recurring client.