

[Your Name]
[Street Address]
[City, St Zip]
[Optional – Email Address]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Name of Recipient]:

[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 of 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.]

[[See Vertex42.com](http://SeeVertex42.com) for tips and sample letters.]

Sincerely (or Respectfully Yours),

(Sign here for letters sent by mail or fax)

[Typed Name]