Letter Of Intent

Name/Address (Your Company)

(Name/Address (YourCustomer)

Date

Dear Mr/Mrs. Customer.

Company summary-2-3 lines

(input in your company vision**).** We are now taking preliminary orders for month/year

This letter is demonstrative of your intent to commit to purchasing from Your company). It states that your company has an interest in purchasing [your company’s] <product/service names> in the following quantities and specifications as indicated on this pre-order form . As part of this agreement, you understand that this product is currently in production, and that you will receive it as soon as it is available, with a delivery date no later than (latest possible delivery date).

This commitment is an expression of interest with the intent to purchase once the product is available.

You also understand as part of this commitment that Company name will require [payment terms] and that all further orders will require a lead time of [lead times if necessary].

This letter is not a purchase order. All of the terms and conditions of the proposed transaction would be stated in the Purchase Order, and will be negotiated, agreed and executed by both parties at that time.

It is our hope to develop a long-term partnership with your company. Please feel free to contact me if you have any questions or concerns. We look forward to hearing from you.

Sincerely,

Yourname

We (customer name) hereby have an interest in purchasing the following quantities and specifications of [your companyname] products/services…

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Product ID# | Product Description | Cost per Unit | Total# Units | Total Cost |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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All costs are subject to tax at a rate of [taxrate].

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Signature Date