

LETTER OF INTENT

(TRANSACTION)

Effective Date: _____, 20____

RE: _____

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: _____ (the "Buyer") with a mailing address of _____, City of _____, State of _____.

II. The Seller: _____ (the "Seller") with a mailing address of _____, City of _____, State of _____.

III. The Transaction: Buyer agrees to pay the Seller the amount of _____ Dollars (\$_____) ("Purchase Price") in exchange for _____ ("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 _____, 20____.

☐ 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:** _____.



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 _____ Dollars (\$_____) ("Deposit"). The Deposit shall be accepted by the Seller as: (check one)

☐ Refundable under the following 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: _____

☐ - **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 _____.

SELLER

Seller's Signature _____ Date _____

Print Name _____

BUYER

Buyer's Signature _____ Date _____

Print Name _____



LETTER OF INTENT

(EMPLOYMENT)

Date: _____

RE: _____

Dear _____,

I, _____, am writing this Letter of Intent to request employment for the position of _____.

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

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: _____

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

Sincerely,

Signature

Print Name

