

Formal LOI Letter

Dear [Recipient Name],

This Letter of Intent confirms our interest in entering into a formal agreement with [Recipient Company Name] regarding [Specific Project/Transaction]. The purpose of this LOI is to outline preliminary terms, responsibilities, and commitments prior to executing a definitive agreement. We emphasize that this letter is non-binding except where explicitly stated and serves as a framework for further negotiations.

Sincerely,

[Your Name]

[Title]

[Your Company Name]

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