

LETTER OF INTENT TO PURCHASE

[Your Name]

[Street Address]

[City, Zip]

[Email Address]

[Today's Date]

[Name of Recipient]

[Title]

[Company]

[Address]

[City, Zip]

Dear [Name of Recipient]

I am writing this letter to formally express my intention to purchase [description of the item or property you intend to purchase]. I am highly interested in obtaining this [item/property] after careful examination and evaluation.

Not only that, but I believe that this [item/property] perfectly aligns with my needs and preferences. I am also confident that this transaction will be mutually beneficial for both parties.

To initiate the process, I am willing to discuss the terms and conditions of the sale, including other aspects such as the price, payment method, and any pertinent details. I am open to negotiation and am committed to reaching a fair agreement that satisfies both parties.

Please regard this letter as a formal declaration of my intention to proceed with the purchase. I look forward to further discussing the specifics of the transaction and am available at your earliest convenience to initiate the necessary steps.

Thank you for your consideration of my proposal. I am excited about the possibility of completing this purchase.

Sincerely,

[Your Name]