

# Letter of Intent to Purchase Business Sample

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[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Seller's Name]  
[Business's Name]  
[Seller's Address]  
[City, State, Zip Code]

Dear [Seller's Name],

Subject: Letter of Intent to Purchase [Business's Name]

I am writing to formally express my intention to purchase your business, [Business's Name], located at [Business's Address]. This letter outlines the preliminary terms and conditions under which I, [Your Name], intend to acquire the business assets and operations.

## 1. Purchase Price and Terms

I propose a purchase price of [Proposed Purchase Price], subject to adjustments and due diligence findings. The payment is planned as [describe the payment terms, e.g., a lump sum, installments, or a combination of cash and stock options].

## 2. Due Diligence

I request a due diligence period of [number of days/weeks], starting from the date of signing this LOI, to conduct a thorough review of all relevant business documents, financial records, and legal compliances. The due diligence will be conducted by my advisors to ensure the business meets my investment criteria and is free of undisclosed liabilities.

## 3. Exclusivity

In consideration of my effort and the resources that will be expended in the due diligence process, I request an exclusivity period of [number of days/weeks] during which you agree not to solicit, negotiate, or accept any offers from other potential buyers.

#### 4. Confidentiality

Both parties agree to keep the terms of this potential transaction and all related negotiations confidential. Any disclosure of information will be made only as required by law or with the written consent of the other party.

#### 5. Closing Conditions

The closing of this transaction is subject to the satisfactory completion of due diligence, securing of financing, agreement on final terms in a definitive Purchase Agreement, and obtaining all necessary approvals from regulatory authorities.

#### 6. Binding Effect

This Letter of Intent is not legally binding with respect to the transaction except for the terms relating to exclusivity, confidentiality, and any other terms that are explicitly specified as binding. No binding obligation to complete the acquisition will exist unless and until a definitive Purchase Agreement is executed.

I am enthusiastic about the prospect of acquiring [Business's Name] and am committed to moving forward swiftly and efficiently. Please indicate your agreement with this Letter of Intent by signing and returning a copy of this document.

Thank you for considering this proposal. I look forward to your positive response and to working together towards a successful transaction.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]