Letter of Intent to Purchase

Issued by the buyer; the seller signs the acknowledgement.

ORGANISATION | REF. NO. | DATE

ADDRESS

To

NAME | DESIGNATION / ORGANISATION

ADDRESS

Subject: Letter of intent to purchase

GOODS / EQUIPMENT | QUANTITY | INDICATIVE PRICE (₹)

DELIVERY REQUIRED BY | PO TO BE ISSUED BY | LOI VALID UNTIL

We intend to buy the goods described above on the terms outlined, subject to a satisfactory inspection, final specifications and a formal purchase order. Please reserve the quantity and confirm production or delivery slots.

This letter is not binding except that the seller will keep our requirements confidential. A binding contract arises only from the purchase order.

SIGNATORY NAME | DESIGNATION | SEAL

Buyer

SIGNATURE

PRINTED NAME | DATE

Acknowledgement

☐ We acknowledge this letter of intent and will hold the quantity until the date above.

Seller

SIGNATURE

PRINTED NAME

DATE