

Sample Letter of Intent (LOI) for Business Partnership

[Your Company Letterhead or Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Month Day, Year]

To:

[Recipient's Full Name]

[Recipient's Position]

[Recipient's Company/Organisation Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Letter of Intent for Business Partnership

Dear [Recipient's Name],

This Letter of Intent (LOI) outlines the preliminary understanding between [Your Company/Name], hereafter referred to as the "Party A", and [Recipient's Company/Name], hereafter referred to as the "Party B", regarding a potential [business partnership/joint venture/investment/project collaboration].

1. Purpose

The purpose of this LOI is to establish the foundation for a formal agreement between the two parties. It is intended to serve as a statement of interest and a roadmap for moving forward in good faith.

2. Scope of Collaboration

- Party A proposes to collaborate with Party B on [briefly describe the project/business idea/investment opportunity].
 - Both parties agree to jointly explore opportunities, share resources, and engage in mutual business development.
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3. Roles and Responsibilities

Party A will be responsible for:

- [List of responsibilities or contributions]

Party B will be responsible for:

- [List of responsibilities or contributions]
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4. Timeline

- The initial discussions and due diligence shall commence from [start date] and aim to conclude by [end date].
 - Upon successful negotiations, a formal agreement shall be signed no later than [target date].
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5. Confidentiality

Both parties agree to maintain confidentiality and not to disclose any proprietary or sensitive information shared during the negotiation process.

6. Non-Binding Agreement



This LOI is non-binding and is intended only to express the interest of both parties in exploring a potential relationship. It does not create any legal or financial obligations unless and until a formal agreement is executed by both parties.

7. Governing Law

This LOI shall be governed by and construed in accordance with the laws of [State/Country].

8. Termination

This LOI shall remain in effect for [number] days from the date of execution unless extended in writing by mutual consent or terminated earlier by either party with written notice.

Signatures

Sincerely,

[Your Full Name]

[Your Title, if applicable]

[Your Company Name]

(Signature)

(Date)

Acknowledged and Agreed by:

[Recipient's Full Name]

[Recipient's Title]

[Recipient's Company Name]



(Signature)

(Date)

