**BUYERS LETTERHEAD**

 Effective Date: {date you write the letter}

RE: Intent to Purchase {Product} or {Service}

Buyer: {Buyer's name, company name}

Seller: {Seller's name, company name}

**({Product} or {Service}):** {concise description of the products or services to be purchased.}

**Purchase Price:** {Purchase price per unit for each product or service, subtotal for each product or service, subtotal for all, total price with tax for the entire order.}

**Payment Method:** {method with which the buyer will pay for the products or services, the date by which they will pay.}

**Financing:** {any financing that the terms depend on.}

**Binding Effect**: {Indicate whether the terms of the letter are binding or nonbinding.}

**Currency:** {Indicate the currency in which the buyer must pay.}

**Governing Law:** The terms of this letter are binding by the laws of the state of {your state}.

**Acceptance:** Please sign and return no later than {date} to accept the terms of this letter of intent.

{buyer's signature and date}

{seller's signature and date}