**Letter of Intent**

This is an official letter of intent for the purchase of **insert product here**.

We hereby confirm with full corporate authority and responsibility that we are ready, willing and able to purchase from you the commodity mentioned above, under the terms and conditions specified in this letter of intent and in the contract to be agreed between us and your company.

Company:

Company Address:

Commodity Required:

Specification:

Quantity and Frequency:

Origin:

Destination:

Shipping Terms:

Payment Terms Required:

Maximum Price:

Additional Requirements & Information

Authorization

We authorize {**Your Company**} to source/procure the above item on our behalf. We will take over communications with the supplier at an appropriate stage in the purchase process.