

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Equipment Purchase

We are writing to express our intent to purchase [describe the equipment] from [Recipient Company] as part of our ongoing efforts to enhance our operations. After thorough research and consideration, we believe that your equipment meets our needs and aligns with our strategic goals.

Details of the intended purchase are as follows:

- Equipment Description: [provide specific details]
- Estimated Quantity: [number of units]
- Proposed Purchase Price: [price or range, if applicable]
- Delivery Timeline: [expected delivery date]

We intend to move forward with this purchase contingent upon satisfactory terms and conditions, including but not limited to warranty, support, and payment options. We are prepared to engage in negotiations to finalize the agreement.

Please confirm your acknowledgment of this letter and the proposed terms at your earliest convenience. We are keen to proceed and hope to establish a mutually beneficial partnership.

Thank you for considering our request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]