

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Letter of Intent for Purchase Order

I am writing to express our intent to place a purchase order with [Recipient Company Name] for the procurement of [specific products/services]. We are excited about the potential to collaborate and are looking forward to a successful partnership.

The details of our intended purchase are as follows:

- ****Product/Service****: [Product/Service Description]
- ****Quantity****: [Quantity]
- ****Price****: [Price per unit or total amount]
- ****Delivery Date****: [Preferred delivery date]
- ****Payment Terms****: [Payment terms]

We believe that this order will significantly contribute to [briefly explain the purpose or need for the order].

This letter serves as an initial step towards formalizing our agreement. We intend to review and finalize the details, including a formal purchase order, within the next [time frame].

Thank you for considering our intent. Please feel free to contact me directly at [your phone number] or [your email address] if you have any questions or require further details.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]