

[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 Purchasing Goods

I am writing to express our intent to purchase goods from [Recipient Company Name]. We are interested in acquiring [specific goods or products] to support our operations at [Your Company Name].

We anticipate ordering [specific quantity] of [goods] at a price range of [provide price range or terms]. We would appreciate receiving a formal quotation and any additional documentation required for this transaction. Our estimated timeline for finalizing the purchase is [insert timeline], and we hope to establish a mutually beneficial relationship moving forward. Please feel free to contact me directly at [your phone number] or [your email address] should you have any questions or require further information.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]