

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Purchase Agreement Intent Letter

Dear [Recipient's Name],

I am writing to express my intent to enter into a purchase agreement for [describe the property or item] located at [property or item address].

Details of the proposed transaction are as follows:

- ****Purchase Price****: [Specify the amount]
- ****Closing Date****: [Specify the date]
- ****Conditions****: [List any conditions, if applicable]

I believe this transaction will be mutually beneficial and am looking forward to discussing the terms further. Please feel free to contact me at [your phone number] or [your email address] to set up a meeting or if you need any additional information.

Thank you for considering my intent.

Sincerely,

[Your Name]