

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

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

Dear [Recipient Name],

Subject: Letter of Intent for Property Transfer

I am writing to express my intent to transfer the property located at [property address or description] to [recipient name or entity]. This letter serves as a preliminary agreement to outline the key terms and conditions of the proposed transfer.

1. **Property Description**:

[Detailed description of the property, including parcel number and relevant details]

2. **Transfer Terms**:

- Purchase Price: [amount]
- Payment Terms: [cash, financing, etc.]
- Closing Date: [proposed date]
- Contingencies: [e.g., inspection, financing, etc.]

3. **Due Diligence**:

I would like to propose a due diligence period of [number of days] during which you may inspect the property and review relevant documents.

4. **Confidentiality**:

Both parties agree to keep the terms of this intent confidential until a formal agreement is executed.

We believe this transfer will be beneficial for both parties, and we are hopeful to proceed efficiently. Please sign below to acknowledge your acceptance of this intent to transfer, and we can move forward to drafting a formal agreement.

Sincerely,

[Your Signature]  
[Your Printed Name]

Acknowledged by:

[Recipient Signature]  
[Recipient Printed Name]  
[Date]