

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

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

Dear [Recipient's Name],

Subject: Letter of Intent for Property Transfer

I am writing to express my intent to enter into a property transfer agreement regarding the property located at [Property Address].

1. ****Parties Involved****:

- Seller: [Seller's Name]
- Buyer: [Your Name]

2. ****Property Description****:

- [Description of the property including parcel number, size, and any relevant details]

3. ****Proposed Terms****:

- Purchase Price: [Proposed price]
- Payment Terms: [Details about payment structure, deposit, financing, etc.]
- Closing Date: [Proposed closing date]

4. ****Due Diligence****:

- [Outline any inspections, assessments, or other due diligence processes to be conducted]

5. ****Contingencies****:

- [List any contingencies or conditions that must be met for the transfer to proceed]

This letter serves as a formal expression of our intent and does not constitute a binding agreement. A formal purchase agreement will be drafted upon acceptance of these terms.

I look forward to your positive response and hope to progress towards a mutually beneficial agreement.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]