**LETTER OF INTENT**

**Date: \_\_\_\_(date) , \_\_\_(month) \_\_\_\_(year)**

**Ref. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Via: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

We**, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, as the end buyer, hereby declare and confirm that we are ready, willing and able to purchase the described commodity, as per the specifications and in the quantity as specified in the terms and conditions as herein set forth and contingent upon receiving the documents required for an immediate transaction, through signing a mutually agreeable sales and purchase contract.

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| **COMMODITY INFORMATION** |
| **COMMODITY** |  |
| **ORIGIN** |  |
| **SPECIFICATIONS** |  |
| **PACKING** |  |
| **MONTHLY DELIVERY** |  |
| **Total Quantity** |  |
| **CONTRACT PERIOD** |  |
| **SHIPMENT SIZES** |  |
| **DESTINATION PORT** |  |
| **INSPECTIONS METHOD** |  |
| **DELIVERY TERMS** |  |
| **PAYMENT TERMS AND CONDITIONS** |  |
| **PAYMENT GUARANTEE** |  |
| **INQUIRY PRICE RANGE** |  |
| **PREFER DELIEVERY DATE** |  |

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| **BUYER INFORMATION** |
| **COMPANY NAME** |  |
| **REGISTERED CAPITAL** |  |
| **AREA OF SITE** |  |
| **NUMBER OF EMPLOYEES** |  |
| **MAIN BUSINESS** |  |
| **PREVIOUS YEAR REVENUE** |  |
| **LEGAL REPRESENTATIVE** |  |
| **CONTACT PERSONAL** |  |
| **TITLE** |  |
| **COMPANY REGISTER ADDRESS** |  |
| **MAILING ADDRESS** |  |
| **CONTACT NUMBER** |  |
| **FAX NUMBER** |  |
| **CONTACT E-MAIL** |  |

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| **BUYER BANKING INFORMATION** |
| **BANK NAME** |  |
| **BANK ADDRESS**  |  |
| **SWIFT CODE** |  |
| **ACCOUNT NAME**  |  |
| **ACCOUNT NUMBER** |  |

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| **COMPANY REGISTRATION ID (High resolution picture in color)** |
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| **INFOMRAITON PAGE OF LEGAL REPRESENTATIVE’S PASSPORT** **(High resolution picture in color)** |
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| **PRODUCT SPECIFICATION PICTURE (High resolution picture in color)** |
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By this communication, we**,** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ kindly request to conduct negotiation following ICC Rules and practices to enable Seller and Buyer to exchange Draft of Agreement, offers and Irrevocable Purchase Orders for the acquisition of the mentioned products as specified below and that funding is available including any import/export permits needed to fulfill the purchase of the commodity as specified below.

Best regards.

 (Sign and Stamp)

**Date: \_\_\_\_(date) , \_\_\_(month) \_\_\_\_(year)**