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[Note: This Letter of Intent should

head of <<Party 1>>]

Where Party 1 is a company

<<insert the full company name

the address>>

OR

Where Party 1 is a sole trader

<<insert full name of sole trader
business name, and add princip

followed by sole trader's

To: Where Party 2 is a company

<<insert name of Managing

<<Insert full company name

<<Insert registered office a

OR

Where Party 2 is a sole tra

<<insert name of sole trade

<<insert "trading as" follow

<<Insert principal office ad

A

Dear Sir/Madam,

Re: Letter of Intent ("LOI") relat

Party 1 sends this LOI to Party 2>>

action

This LOI relates to a Proposed T
company][me] ("Us/We"). If you a
date the enclosed copy of this LOI
Our above address.

ur company][you] ("You") and [our
following, please countersign and
and then return that copy to Us at

1. In this LOI, the following ex

ving meanings:

"Agreement" means
below;

contract, as referred to in 5

"Party" means

**"Proposed
Transaction"** means
the date
Agreem
transac
docume
> contain
conditio
matters

the transaction concluded after
You and Us entering into an
description of the proposed
to be subsequently fully
> containing all of the terms,
other content of and all other
on.

2. [Except for 10 below, this
binding on You or Us.

ed to be, and will not be, legally

3. We and You have discusse
Transaction, but have yet
other points relating to or c

ssues and/or terms of a Proposed
te, draft and agree those and all
ansaction.

4. As at the date of this LOI
Proposed Transaction, an
Agreement comprising all
Transaction.

to discuss, negotiate and agree a
y binding contract in writing an
nd other content of that Proposed

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On copy:

To: <<Full company name>>

OR <<Sole trader's full name>>

We accept and agree to the conten

(signed)

[<<Insert name of Managing Direc

Managing Director

for and on behalf of

<<Full company name>>]

OR

[<<Insert full name of sole trader>

trading as <<Insert business name

Dated: <<Insert date when the cop

>>

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