​**BUSINESS PURCHASE LETTER OF INTENT**

**[Name of Buyer]**

**[Address of Buyer]**

**[City, State, Zip Code]**

**[DATE]**

**[Name of Seller]**

**[Name of Business Being Sold]**

**[Address of Business]**

**[City, State, Zip Code]**

Dear **[Name of Seller]:**

This is a Letter of Intent for Name of Buyer to purchase Name of Business from Name of Seller for **AMOUNT**. After a deposit of **AMOUNT** is given, the remainder of the purchase price will be paid in installments of **AMOUNT** paid of the first of each month for 12 months starting **DATE** with the last payment on **DATE**.

I would acquire **Name of Business** including its offices and warehouse with inventory and equipment at **ADDRESS**, its brand identity and logo as well as customer lists. I require at least 60 days to examine the financial statements and tax returns as well as the customer lists before finalizing the purchase and giving the deposit.

I also require that you agree to confidentiality about my intent to purchase your business until the purchase agreement is complete and we can make a joint statement.

As this letter is not the official purchase agreement, the terms and condition stated here may change during negotiations. Once it is decided that I will purchase the business, I anticipate that the closing will take no more than 30 days.

Sincerely,

**[Signature of Buyer]**

**[Name of Buyer]**