

SAMPLE – Letter of Intent

March 3, 1999

Vendor Name

Address

City, State, Zip

Attention: _____
General Manager

Re.: LETTER OF INTENT for Contract 002/99

Dear Sir(s):

YOUR COMPANY NAME has received your quotation for our _____ for years 1999-2004. *YOUR COMPANY NAME* is pleased to inform you that your company has been selected as the successful bidder.

Agreement highlights:

- 1) Five (5) Year agreement commencing, June 1, 1999.
 - a) Year 1 – (18 months) June 1, 1999 to December 31, 2000.
 - b) Year 2 – (12 months) January 1 to December 31, 2001.
 - c) Year 3 – (6 months) January 1 to June 30, 2002.
 - d) Year 4 and 5 are optional and exercisable by *YOUR COMPANY NAME*
- 2) Pricing is based on the total metric tonnes of all product consumed. **(ADD PRICING DETAILS HERE)**
- 3) Service provided is FOB _____.
- 4) Options as described in tender documents N^o 002/99 and your commercial proposal dated February 4, 1999 will be exercisable by *YOUR COMPANY NAME* at anytime throughout the term of this agreement.

The completion of the offer is subject to:

- a) Finalizing formal contract documents to the satisfaction of both parties, no later than May 1^o, 1999.
- b) *YOUR COMPANY* securing the financing to proceed with the development of the project.
- c) Board of Directors Approvals.
- d) Inspection of all necessary facilities to _____ (*YOUR COMPANY*) approval.

On behalf of _____ (*YOUR COMPANY*), I would like to commend you on the quality of your bid and it's presentation. Thank you for taking the time to submit a quotation to our tender and we look forward to your commitment and involvement in helping *YOUR COMPANY* meet all the challenges this project will bring.

Please confirm your agreement to the conditions as stated herein by signing the following and returning the executed copy to our office today.

Signed for on behalf of ***YOUR COMPANY NAME***

YOUR NAME

V.P. Operations

This _____ day of _____, 1999

Signed for on behalf of ***VENDOR NAME***

Signature

Name and Title

This _____ day of _____, 1999

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