

Letter of Intent

Purpose, key terms & signatures

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This Letter of Intent outlines the parties, purpose, and key terms of a proposed deal before the final contract is drafted. Most of it is non-binding, but state clearly which provisions are binding. Both parties sign and date to confirm intent. This is a general-purpose layout, not legal advice; have any binding language reviewed before signing.

Parties

Party 1 name and address

Party 2 name and address

Purpose

Purpose of this letter of intent

Key terms

Key terms / outline (price, timeline, conditions)

Exclusivity or confidentiality terms (if any)

Binding vs non-binding

State which provisions are binding and which are non-binding

Example: "This letter is non-binding except for the Confidentiality and Exclusivity sections."

Proposed next steps	Target date
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Signatures

Both parties sign and date to acknowledge their intent to proceed.

Party 1 signature	Date
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Party 1 printed name

Party 2 signature	Date
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Party 2 printed name