​Sample Letter of Intent to Buy a Business

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  
Printed Name of Buyer  
  
[By Andre Bradley](https://plus.google.com/103939392947445182544?rel=author)