**Letter of Intent to Purchase**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**[*Recipient’s Name*]**

[*Recipient’s Company or Organization*]

[*Recipient’s Street Address*]

[*City, ZIP Code*]

Greetings [*Recipient Name*],

I, [*YOUR NAME*], am writing this letter to show my intent to purchase [*GOODS OR SERVICES*] from you. I found out about your service from [*SOURCE OF INFORMATION*].

The reason I am purchasing [*GOOD OR SERVICE*] is because [*REASON FOR PURCHASE*].

I would like to purchase [*QUANTITY, SIZE OR OTHER DESCRIPTION OF THE GOODS OR SERVICE*].

Please let me know a convenient time and location where we can discuss further details. You can contact me at [*YOUR CONTACT DETAILS*].

Looking forward to your response. Thank You [*Recipient’s Name*].

Kind regards,

[*Signature Over Printed Name*]

[*Your Address*]

[*Your Contact Details*]