

[On letterhead]

[Insert date]

[Insert addressee name]

[Insert full legal name and address]

By email: [Insert email address]

Dear [Insert name]

**letter of intent relating to [insert subject]**

I refer to recent discussions between [us/name of individuals] relating to [insert subject].

This letter of intent (**LOI**) summarises the agreed *in principle* terms of a proposed [insert brief overview of nature of proposed relationship]. This LOI is not legally binding except for the terms stated in part D. There will be no obligation related to the proposed [insert brief name of proposed relationship] until a binding formal agreement is signed by the parties.

**part A - background (non-binding)**

[Insert brief description of each party].

[Insert brief description of why the parties wish to work together].

**part B - in-principle terms (non-binding)**

[Insert a high level description of what the parties have agreed/intend – this can be in bullet-point form].

[Insert any assumption on which the high-level terms are based].

**part C – next steps (non-binding)**

[Insert detailed next steps (this might include due diligence and conditions such as third party or regulatory approvals)] **OR** [The parties will continue to discuss in good faith and agree the more detailed arrangements on which they will work together, with a view to entering into a formal written agreement by [insert date]].