[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: LETTER OF INTENT - PURCHASING COMPUTER EQUIPMENT**

Dear [CONTACT NAME],

[YOUR COMPANY NAME] means to purchase computer equipment from [SELLER]. The purpose of this “Letter of Intent” is to go over the main points of our negotiations to date and to confirm our individual goals with respect to the proposed deal.

1. [YOUR COMPANY NAME] means to purchase the [MODEL] computer from [SELLER]
2. The purchase price for the [MODEL] model shall be the lower of [AMOUNT] or whatever better price [SELLER] is able to offer to [YOUR COMPANY NAME].
3. [YOUR COMPANY NAME] and [SELLER] will use their best efforts to successfully negotiate a deal on or before [DATE].
4. In order to ensure timely delivery of the equipment [YOUR COMPANY NAME] has paid to [SELLER], as a deposit, the sum of [%] of the listed price, which shall be promptly refunded in the event negotiations end.

1. If for any reason at all a deal is not signed on or before [DATE] , [YOUR COMPANY NAME] or [SELLER] will each have the right to end the negotiations without liability.

This document is a Letter of Intent only, and is not meant to be, and will not constitute in any way, a binding or legal agreement, or impose any legal obligation or duty on either of us. If the above points accurately reflect our mutual statement of intent, then please sign and return the enclosed copy of this Letter of Intent.

Kind Regards

FOR [YOUR COMPANY NAME] FOR [SELLER]

Authorised Signature Authorised Signature

Print Name and Title Print Name and Title