**The Letter of Intent must be typed or copied on actual Buyer’s own official letterhead showing at least the full corporate name, business registration number, office address, business telephone, fax numbers and eMail address.Only the items in BOLD (not the** *ITALICS***) are mandatory. v. 1.3
Ref. Number: Date: DD MMM 202n**

**TO: ABC Ltd**  *name of seller (or broker)*

**VIA:**  *(if needed, e.g., broker)*

 **LETTER OF INTENT**

We, the undersigned \_\_\_\_\_\_\_\_\_\_\_*(***Buyer entity’s precise registered name***)*\_\_\_\_\_\_\_, hereby confirm with full legal and corporate responsibility and under penalty of perjury that we are ready, willing and able to purchase the commodity described below under the conditions and in the quantity and for the price as specified below:

|  |  |
| --- | --- |
| **PRODUCT:** |  |
|  **Commodity:**  |  |
|  **Appearance, specifics** etc.**:**  |  |
|  **Shipping Terms for transaction** (**Incoterms™** 2020)**:** |  |
|  **Origin** (preferred, or exclusions)**:**  |  |
|  **Total / Contract quantity:** *clear information* |  |
|  **Duration of Contract:** *max. 12 months* |  |
|  **Packing:**  |  |
|  **Target price:** *important* |  |
|  **Payment terms:**  |  |
|  **Discharge rate at port per day/hour:**  |  |
|  **Delivery terms:**  |  |
|  **Port of Discharge:** *mandatory* |  |

|  |
| --- |
| **BUYER’S INFORMATION:** |
|  **Company name:**  |  |
|  **Registration number:** *mandatory* |  |
|  **Name of signing manager:** *mandatory* |  |
|  **Position of manager:** |  |
|  **Address:** |  |
|  **City/postal code:** |  |
|  **Country:** |  |
|  *Business phone:* |  |
|  *Business fax:* |  |
| **Mobile phone:** |  |
| **eMail:** *mandatory* |  |
|  *Skype / BOTIM ID:* |  |
| *Website:* |  |

|  |
| --- |
| **BUYER’S BANK INFORMATION:** |
|  | **ISSUING BANK:** | *CONFIRMING BANK:* |
|  **Bank Name:** |  | *If the buyers bank is not one of the global “Top 50” banks, the LC may have to be confirmed by a Top 50 bank.* |
|  **Bank City, Country:** |  | *Only bank’s name and country needed at this point* |
|  **SWIFT code / BIC:** |  |  |
|  *Bank phone:* |  |  |
|  *Bank fax:* |  |  |
|  *Account name:* |  *Not yet needed at this point* |  |
|  *Account number:* |  *Not yet needed at this point* |
|  *Bank Officer’s name:* |  *Not yet needed at this point* |
|  *Bank Officer’s eMail address:* |  *Not yet needed at this point* |
|  *Bank website URL:* |  *helpful* |

For and on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_buyer\_\_\_\_\_\_\_\_\_\_\_

Signature: *Corporate Stamp or Seal*

Name (typed):
Company Function / Title:

**Note**: The above information is private and confidential. Not approved for circulation.

Improper release of the above banking information, for any reason, without the written prior authorization of the other party, shall be considered as a breach of contract, or of privacy, and will make a defaulted party to be actionable for damages sustained hereby. Parties are not allowed to contact the other party's bank without expressed written permission. Any party attempting to do so will risk cancellation of the transaction in progress.