

<h1>RFQPro.com</h1>	RFQ6
	Sample Letter of Intent

[DATE]

[V FIRST NAME] [V LAST NAME]  
[VENDOR COMPANY NAME]  
[V ADDRESS]  
[V CITY], [V STATE] [V ZIP]

[V PHONE]  
[V EMAIL]

Attention:     [ADDRESSEE]  
                  [TITLE]

Re.: LETTER OF INTENT for [AGREEMENT #]

Dear Sir(s):

[OWNER COMPANY NAME] has received your quotation for our [DESCRIPTION] for years [YEAR] through [YEAR]. [OWNER COMPANY NAME] is pleased to inform you that your company has been selected as the successful bidder.

Agreement highlights:

- 1) Five (5) Year agreement commencing, [MONTH] [DAY], [YEAR].
  - a) Year 1 – (18 months) [MONTH] [DAY], [YEAR] to [MONTH] [DAY], [YEAR].
  - b) Year 2 – (12 months) [MONTH] [DAY], [YEAR] to [MONTH] [DAY], [YEAR].
  - c) Year 3 – (6 months) [MONTH] [DAY], [YEAR] to [MONTH] [DAY], [YEAR].
  - d) Year 4 and 5 are optional and exercisable by [OWNER COMPANY NAME]
- 2) Pricing is based on the total metric tonnes of all product consumed. **[Add pricing details here]**
- 3) Service provided is FOB [FOB].
- 4) Options as described in tender documents **[AGREEMENT #]** and your commercial proposal dated [MONTH] [DAY], [YEAR] will be exercisable by [OWNER COMPANY NAME] at anytime throughout the term of this agreement.

The completion of the offer is subject to:

- a) Finalizing formal contract documents to the satisfaction of both parties, no later than [MONTH] [DAY], [YEAR].
- b) [OWNER COMPANY NAME] securing the financing to proceed with the development of the project.

[AGREEMENT #]

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- c) Board of Directors Approvals.
- d) Inspection of all necessary facilities to [OWNER COMPANY NAME] approval.

On behalf of [OWNER COMPANY NAME], I would like to commend you on the quality of your bid and it's presentation. Thank you for taking the time to submit a quotation to our tender and we look forward to your commitment and involvement in helping [OWNER COMPANY NAME] meet all the challenges this project will bring.

Please confirm your agreement to the conditions as stated herein by signing the following and returning the executed copy to our office today.

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[OWNER SIGNATORY]  
[O TITLE]  
[OWNER COMPANY NAME]

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[VENDOR SIGNATORY]  
[V TITLE]  
[VENDOR COMPANY NAME]

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[DATE]

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[DATE]