**(Your Company letter head here)**

**LOI – Letter of Intent**

Our ref.: SE/18/CCP/03

Date Issued: 3-Aug-19

Via       :   SUPA EXPORT srl

FROM : ………………….. (Your company name)

Dear Sir,

**RE: LETTER OF INTENT (LOI)**

We, ……………………………………………….. (your company name) , hereby state and represent that it is our intention to purchase, and we hereby confirm that we are ready, willing and able to purchase the following commodity as per the specification and in the quantity and for the price as specified in the terms and conditions as stated below.

1. *Product Name*: **………………….**
2. *Quantity*: **………………….**
3. *Packing:* **…………………...**
4. *Use of Product:* **……………….**
5. *Target Price:* $ …………… USD / MT, CNF Haiphong Port, Vietnam.
6. *Delivery Terms:*  **CIF, FOB, CNF, Ex-Works**
7. *Payment terms:* 100% T/T (Bank Transfer).
8. *Contract Duration:* **……………….**

**Buyer Company :**

*Company Name:* **……………………………………………………………….**

*Address :* **……………………………………………………………………….**  
*Tel/Fax:* **……………………………………. / ……………………………………….**  
*Email:* **………………………………………….**

**Buyer’s Banking Co-ordinates:**  
***Bank Name*: ……………………………  
*Account Name*.: ……………………………………….**

*IBAN:* **…………………………………………….**

*Bank Telephone:* **…………………………………….  
*Swift Code/ABN/Routing Code*: ………………………………**  
  
We understand that any offer to purchase is subject to successful/Buyer verification of the availability of funds. We hope to get a favorable and prompt attention to this Letter of Intent and look forward to receiving your confirmation on the FCO shortly. Thank you in anticipation.

Yours sincerely,

**……………………. (Your Name)**

……………………… (Your Job Title)

…………………………. (Your Company Name and Stamp)