

# Letter of Conclusive Contract Intentions

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Intent to Enter into a Contract**

Dear [Recipient's Name],

I am writing to express my intent to finalize a contract between [Your Company Name] and [Recipient's Company Name] regarding [brief description of the purpose of the contract]. After our discussions and negotiations, I believe we have reached a mutual understanding of the key terms.

The proposed terms include:

- Term 1: [Description]
- Term 2: [Description]
- Term 3: [Description]

I am eager to move forward and formalize our agreement. I propose that we schedule a meeting to finalize details and sign the necessary documents by [proposed date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]