

[BUYER COMPANY FULL LEGAL NAME]

[Registered address] · [City, Country] · [www.company.com] · [contact@company.com]

LETTER OF INTENT TO PURCHASE

[COMMODITY — e.g. FROZEN CHICKEN PAWS, GRADE A]

Date of issue: [DD/MM/YYYY]

LOI reference: [LOI-YYYY-NNN]

Valid until: [DD/MM/YYYY — typically 30 days from issue]

→ An undated or open-ended LOI reads as recycled. Always date it and give it a validity.

1. Buyer identification

Legal company name: [exactly as registered]

Company registration / tax no.: [USCC / CNPJ / EIN / company number]

Registered address: [full address]

Country of incorporation: [country]

→ Sellers verify buyers in official registries. The registration number is what makes you checkable — include it.

2. Product and specifications

Commodity: [product name]

Specification: [grade, size/caliber, moisture, origin — be precise]

Origin required: [country/countries of origin, or "any"]

Packing: [e.g. 10 kg cartons, IQF, export standard]

→ No seller can quote a product without spec. Grade + origin + packing are the minimum.

3. Quantity and shipment schedule

Total quantity: [e.g. 500 MT (metric tons)]

Shipment schedule: [e.g. 100 MT monthly for 5 months; trial container first]

First delivery target: [month/year]

→ Monthly schedule changes the price. A trial shipment signals a serious, executable order.

4. Price basis and delivery terms

Target price: [e.g. USD 950 / MT — or "please quote your best price"]

Currency: [USD / EUR]

Incoterms 2020: [CIF / FOB / CFR ...]

Destination port: [e.g. Qingdao, China]

→ Use only Incoterms 2020 terms (CIF, FOB, CFR, DAP...). "CIF" without a named port is unquotable.

5. Payment terms

Instrument: *[e.g. Irrevocable Documentary Letter of Credit (DLC MT700) at sight]*

Issuing bank: *[bank name and branch]*

→ Name a standard instrument and your bank. It is the first thing a seller checks.

6. Banking coordinates

Bank name: *[bank]*

SWIFT / BIC: *[8 or 11 characters — ISO 9362]*

IBAN / Account: *[IBAN if applicable — masking part of the account is acceptable at LOI stage]*

Account name: *[must match the buyer company name]*

→ A malformed SWIFT or an IBAN that fails the ISO 13616 check is the #1 operational red flag.

7. Declarations

- We confirm this Letter of Intent is issued with full corporate authority and reflects a genuine intention to purchase, subject to contract.
- We are ready to provide proof of funds / bank comfort letter through banking channels at the appropriate contract stage.
- This LOI is not a purchase order and does not bind either party until a sales and purchase agreement is executed.

8. Signature

Signed for and on behalf of **[BUYER COMPANY LEGAL NAME]**

Name: *[full name of signatory]*

Title: *[Director / CEO / Procurement Manager — an officer with authority to bind the company]*

E-mail: *[corporate e-mail — avoid free domains (gmail/hotmail): sellers treat them as a red flag]*

Signature and company stamp: *[sign and stamp above]*

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