To

Mr. Mathew Hoyden

General Manager- Sales

Greenway Manufactures Pvt. Ltd

Sky High Park, Cathedral Road

New York, U.S.A

Date: May 1st, 20XX

Subject: A Letter of Intent for a Purchase

Dear Mr. Hoyden,

We at Wilma Purchaser & Supplier Pvt. Ltd express our intent to purchase the products from Greenway Manufactures Pvt. Ltd. Kindly review the list of product which we intent to purchase along with official terms & conditions.

In this enclosed list of products, we have clearly discussed the product specifications including the standard size, colour and shape, etc. We are willing to buy all products in a fixed quantity of 1, 000 units this year.

As per your telephonic discussion held with Mr. Carry- Senior head, Purchase Department, we can clear half of the quoted purchase amount as advance, whereas the rest amount will be transacted after receiving the complete delivery of products.

Sincerely,

George Smith

General Manager- Purchase

Wilma Purchaser & Suppliers Pvt. Ltd