To,

Roger Bennet

President

Henry Enterprise Limited

Buckingham

UK

1st June 20XX

Subject: Letter of intent to purchase business

Dear Mr Bennet,

This letter has been submitted by HM Revenue and Customs with the intent to purchase your business Henry Enterprise Limited, its inventory and all its assets. We propose the following principal terms for the transaction.

We would acquire Henry Enterprise Limited including its facilities located at 67 Boulevard Street, its brand, brand equity and customer lists. In addition to that, we would acquire all office and field equipments. As part of the deal, we would assume the current outstanding debt of £100,000.

In accordance with this, we would provide a compensation of £800,000 as follows:

1. £100,000 on signing of the purchase agreement
2. £200,000 after 30 day transfer period
3. Remaining amount will be paid in equal monthly deposits during the first 12 months

We would require that you keep intent to purchase private till the purchase agreement has been completed and then we can issue a joint statement.

This letter isn’t an official purchase agreement. All the terms and conditions of the proposed transaction would be stated in the Purchase Agreement, to be negotiated and agreed by both parties.

In case of any queries or clarifications, feel free to call us on XXX-XXXX-XXX.

Thanking you.

Sincerely,

Max Lopez

CEO

HM Revenue and Customs