

[Date]
[Seller's Name]
[Seller's Address]
[City, State, ZIP]

Subject: Letter of Intent to Purchase Commercial Property
[Property Address/Description]

Dear [Seller's Name],

I am writing to formally express my interest in purchasing the commercial property located at [property address or description]. This letter outlines the preliminary terms and conditions under which I am prepared to enter into a purchase agreement.

- **Purchase Price:** [Proposed Purchase Price]
- **Deposit:** [Earnest Money Amount]
- **Due Diligence Period:** [Number] days from the acceptance of a purchase agreement
- **Closing Date:** [Proposed Closing Date]
- **Contingencies:** [Financing, inspection, etc.]

Please note that this letter is a non-binding expression of interest and is intended for discussion purposes only. A formal purchase agreement, containing the negotiated terms, will be drafted and executed upon mutual agreement.

I look forward to receiving your response and hope we can proceed toward concluding this transaction in a timely manner. Please feel free to contact me at [phone number] or [email address] to discuss any details further.

Sincerely,

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP]