Letter of Intent (LOI)

(This document must be issued on the official letterhead of the Buyer's company and signed by an authorized representative).

Professional Letter of Intent (LOI) structure for preliminary commodity transaction discussions, commercial alignment, and transaction readiness confirmation.

1. Buyer Information

- Full legal company name
- Company registration number
- Registered address
- Authorized representative

2. Commodity Request

- Commodity type and specification
- Origin preference (if applicable)
- Target quantity and delivery schedule
- Preferred shipment structure

3. Commercial Terms

- Target price indication
- Preferred Incoterms (FOB / CFR / CIF)
- Destination port or discharge location
- Preferred pricing mechanism

4. Banking & Payment Terms

- Preferred financial instrument
- LC / DLC / SBLC preference (if applicable)
- Banking readiness confirmation
- Indicative payment structure

5. Transaction Procedure

- Requested transaction procedure
- POP expectations
- Inspection preferences
- Target execution timeline

6. Compliance & Documentation

- KYC / CIS readiness
- Confirmation of lawful business activity
- Agreement to compliance verification

- Required supporting documentation

7. Declaration

- Buyer confirms serious commercial intent
- Information submitted subject to verification
- LOI does not constitute final contractual obligation

Authorized Signature: ______________________________

Name & Position: __________________________________

Company Stamp: ___________________________________

Date: ____