ATTORNEYLETTERHEAD

**LETTER OF INTENT**

\_\_\_\_\_\_\_ \_\_\_, 2020

From: [BUYER]

To:

Dear Sir,  
  
The intent of this Letter is to provide a written expression of the mutual interest of the following Parties:  
  
"Buyer": \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and  
"Seller":   
  
in which Buyer would purchase the business, materials, services or matters set forth in this Letter from Seller. This Letter also outlines some of the terms and conditions that a future agreement would include, as well as the exchange of information and documents that should take place in advance of the future agreement. The future agreement would require further documentation and approvals and the preparation of a definitive agreement, which would set forth the material terms and a commitment from the Buyer to purchase and the Seller to sell.

BUYER verifies that we are & shall remain compliant as directed within Executive Order 2020-10. Specifically purchasing products that fall within the definition of a healthcare & public health operation. Namely, the product, \_\_\_\_\_\_\_\_\_\_\_\_\_\_which BUYER intends to sell, supply & distribute to FEMA, federal, state & private healthcare 1st responders, medical workers, federal employees, and/or other non-retail users.

1. Prospective Transaction  
The transaction, which the Parties have expressed a mutual interest in, involves the transfer of \_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_PRODUCT ) item from the Seller to the Buyer ("Prospective Transaction”).  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( Product ) FOB USA plant/warehouse.  
  
2. Purchase Price  
The Prospective Transaction would involve payment from Buyer to Seller under the following terms: Price per \_\_\_\_\_\_\_\_\_: $\_\_\_\_\_.

Buyer will make payments in the amount of 100% of each invoice as respirator lots become available.  
  
3. Liabilities of Seller  
Buyer would not assume any liabilities or obligations of Seller. Seller would remain liable for any (known or unknown) liabilities or obligations not expressly assumed by Buyer and which arose before the consummation of the final or definitive agreement and shall pay and discharge all known liabilities and obligations prior to closing.  
  
4. Due Diligence  
Buyer will be entitled to inspect and analyze the Seller's inventory and the Seller's business and operations until the closing, or termination, of this Letter of Intent. Seller will provide all information requested by Buyer and Buyer agrees to execute a Confidentiality Agreement and to not contact Seller's customers or suppliers unless authorized by Seller.  
  
5. Contingencies  
Before a final agreement can be made, Buyer must be satisfied with the due diligence review and information and documents provided by Seller, and an agreement on the terms of the Definitive Agreement.  
  
6. Definitive Agreement  
The Definitive Agreement will be structured as a purchase and sale of assets and will include customary covenants, conditions and warranties.  
  
7. Non-Binding Agreement  
Except for the paragraphs entitled "Exclusivity" and "Public Announcements and Confidentiality Agreement," the provisions in this Letter of Intent are for informational purposes only and are nonbinding on all Parties. The Prospective Transaction requires further negotiation and documentation, including preparing and executing a final agreement. This letter does not require either party to proceed to the completion of a binding final agreement. The parties shall not be contractually bound to the sale, purchase or transfer listed above unless and until they enter into a formal, written final agreement, which must be in form and content satisfactory to each party and to each party's legal counsel, in their sole discretion.  
  
8. Exclusivity  
The Parties agree to Exclusivity for a period of 15 days from the date the last signature is affixed hereto. Consideration for an exclusivity agreement is the time and expense involved in drafting this Letter of Intent and conducting the due diligence review.  
  
9. Public Announcements and Confidentiality Agreement  
All parties hereby agree not to release any information to the public with regards to this letter or any potential agreement without the separate written consent of all parties involved. All parties agree that the terms of this letter of intent and any negotiations shall remain confidential between the parties and their legal representation.  
  
10. Authority to Enter Letter of Intent  
The parties signing this letter affirm they are an authorized representative of their respective companies and have authority to enter into this Letter of Intent.  
  
11. Closing, Termination of Letter  
Closing shall occur no later than 10 days from the date the last signature is affixed hereto unless mutually extended by the Parties. The Letter of Intent terminates if Closing does not occur or has not been extended or if either Party provides written notice of termination. If the Letter terminates, the paragraphs entitled "Exclusivity" and "Public Announcements and Confidentiality Agreement" survive termination and continue to bind the Parties, as does any separately executed Confidentiality Agreement.  
  
12. Expenses Associated with this Letter of Intent and Due Diligence  
The Parties agree to bear their own expenses, including attorney's and professional fees associated with any due diligence or any other matter associated with this Prospective Transaction.  
  
13. Governing Law  
This letter shall be governed by the laws of the State of \_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
Sincerely,

[COMPANY]

[NAME]  
[TITLE]