

< BUYER COMPANY'S LETTER HEAD >
< Official Company Address >
LOI – Letter of Intent

Our ref.: **XXXXXXXX**
Date Issued: **DD/MM/YYYY**

TO : **Top Petroleum Inc**
Suite 104, 600 Bypass Drive,
Clearwater FL 33764 USA
FROM : **{BUYER COMPANY NAME }**

Dear Sir,

RE: LETTER OF INTENT TO PURCHASE { Product Name }

We, **< BUYER COMPANY NAME >**, acting with full corporate responsibility, hereby state and represent that it is our intention to purchase, and we hereby confirm that we are ready, willing and able to purchase the following commodity as per the specification and quantity subject to a mutually agreed price as specified in the terms and conditions as stated below. We are legal signatory with full corporate power to produce the acceptable banking instruments to activate a valid sales and purchase contract between ourselves and the SUPPLIER/EXPORTER.

- 1) Commodity Type:
- 2) Specification:
- 3) Origin:
- 4) Total Quantity:
- 5) Contract Period:
- 6) Target Price: **To be mutually agreed**
- 7) Delivery Schedule:
- 8) Target Delivery Date
- 9) Destination Country
- 10) Destination Port
- 11) Payment Terms:
- 12) Inspection:
- 13) Performance Bond:
- 14) Validity of this LOI:

Buyer Company :

Address
Tel :
Fax :
Email :

Buyer's Banking Co-ordinates

Bank Name :
Account No. :
Address :
Tel. :
Fax. :
Bank Officer :
Swift Code/ABN/Routing Code :

We understand that any offer to purchase is subject to successful/Buyer verification of the availability of funds. We hope to get a favorable and prompt attention to this Letter of Intent and look forward to receiving your confirmation on the FCO shortly

Thank you in anticipation
Yours sincerely,

.....
< Name of Authorized Signature >
< Title: Managing Director / CEO / Director / Chairman >
On behalf **< Buyer's Company Name >**