

# Purchase Order Letter of Intent

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Emma Johnson  
Future Innovations Inc.  
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(555) 876-5432

December 30, 2024

Liam Brown  
NextGen Solutions  
789 Enterprise Lane  
Business City, NY 10001

Subject: Letter of Intent for Purchase Order

Dear Liam Brown,

I hope this message finds you well. I am writing to formally express our intent to engage in a purchase order with NextGen Solutions for high-quality products and services that align with the operational needs of Future Innovations Inc. This letter serves to confirm our commitment to proceed with the transaction, pending the mutual agreement of all terms, conditions, and specifications.

Following our recent discussions, we are keen to procure the following items as part of this potential transaction:

**Proposed Product Details:**

### 1. **High-Speed Networking Routers**

- Quantity: 20 units
- Tentative Unit Price: \$500
- Description: Advanced routers with dual-band functionality and high-speed data processing.

### 2. **Wireless Access Points**

- Quantity: 50 units
- Tentative Unit Price: \$200
- Description: Devices supporting enterprise-grade connectivity with enhanced security features.

### 3. **Network Switches**

- Quantity: 10 units
- Tentative Unit Price: \$800
- Description: High-capacity switches with multiple Gigabit Ethernet ports and advanced management features.

**Estimated Total Cost:** \$28,000

**Proposed Delivery Address:**

Future Innovations Inc.

456 Progress Way, Techville, CA 90210

**Proposed Delivery Date:** February 10, 2025

**Payment Terms:**

While the exact terms are to be finalized, we propose a payment structure of 30% advance payment upon agreement, with the remaining balance to be paid after successful delivery and inspection of the items.

**Intent and Next Steps:**

This letter is not a legally binding agreement but rather an indication of our genuine intent to proceed with the purchase order. It outlines the preliminary terms, subject to further discussions and finalization. We request that you provide a detailed quotation for the specified items, including any applicable taxes, shipping charges, or installation fees. Additionally, please share your terms and conditions, warranty information, and a proposed delivery timeline for our review.

To ensure a seamless transaction, we request a confirmation of receipt of this letter of intent and your acknowledgment of the details provided. If any adjustments or clarifications are required, please feel free to reach out to me directly at the contact details provided above.

We highly value the professional relationship between Future Innovations Inc. and NextGen Solutions. Your reputation for delivering top-quality products and exceptional customer service makes us confident in your ability to meet our expectations. By partnering with you, we aim to enhance our technological infrastructure and support our company's strategic objectives.

We look forward to your response and the opportunity to finalize the purchase order details. Thank you for your prompt attention to this matter, and we are eager to move forward with this promising collaboration.

Sincerely,

Emma Johnson

Procurement Coordinator

Future Innovations Inc.