

"Sample Letter of Interest"

Providing the requested details, please adapt the below letter and place it on your company letterhead.

LETTERHEAD

Date:

Delpha Very  
Director of Economic and Community Development  
Putnam Economic Development Commission  
107 Providence Street  
Putnam, CT 06260

Re: Letter of Interest in Acquiring & Developing  
Land in the Putnam Industrial Park

Dear Mrs. Very:

On behalf of \_\_\_\_\_ (the "Company" - *insert name of company intending to operate a business in the Putnam Industrial Park*), I am authorized to submit this Letter of Interest declaring an intent to investigate the feasibility of acquiring Lot(s) \_\_\_\_ in the Putnam Industrial Park for the purpose of \_\_\_\_\_ (*describe the nature of the business proposed for the Park, e.g. manufacturing plastic widgets*). The Company currently has locations in \_\_\_\_\_ (*insert locations*) and has operated as a business for \_\_\_\_ years. We acknowledge that Lot(s) \_\_\_\_ has (have) a total purchase price of \$ \_\_\_\_.

The Company would require initial space of between \_\_\_\_ SF and \_\_\_\_ SF and future expansion space of up to \_\_\_\_ SF; approximately \_\_\_\_ SF of the initial space would be needed for offices. The ideal configuration of our building would be \_\_\_\_ LF x \_\_\_\_ LF. In the production/storage area, we would require a minimum vertical clearance of \_\_\_\_ LF. We would require parking for approximately \_\_\_\_ employees, as well as space for \_\_\_\_ visitors and \_\_\_\_ tractor trailers. We would need an estimated \_\_\_\_ loading docks and \_\_\_\_ drive in doors. Other special requirements would include: \_\_\_\_\_.

We further understand that this Letter of Interest, does not in any way constitute an obligation or commitment on the part of either the Company or the Commission; if the Commission were to receive a bona fide offer from another party to purchase the subject Lot(s), the Company understands that this Letter of Interest will not bar the Commission from accepting such an offer subject to Town and State requisite approvals.

If the Company later determines that it would be feasible to purchase this property, the Company understands that the next step in the acquisition process would be to submit a ten percent (10%) purchase deposit, a signed "Sales and Disposition Agreement" in a form substantially consistent with the Commission's standard agreement, and a "Preliminary Site Plan" be submitted for review and approval at a meeting of the Putnam Economic Development Commission. The Commission meets on the second Tuesday of each month. The Company should phone the Economic Development Office, (860-963-6834), with their intentions to attend the upcoming meeting, allowing time to be added to the upcoming meeting agenda. (Agendas are mailed the week prior to the upcoming meeting- generally the Wednesday before)

Enclosed are printed materials describing the Company's products.

Sincerely,

Name  
Title  
Company