

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company]
[Seller's Address]
[City, State, ZIP Code]

Dear [Seller's Name],

Subject: **Letter of Commitment to Purchase**

I am writing to formally express [Your Company]'s commitment to purchase [specific item or service] from [Seller's Company]. This letter serves as a binding agreement that [Your Company] intends to proceed with the purchase under the terms and conditions outlined below.

1. **Description of Goods/Services:**
 - **Item/Service:** [Describe the specific item or service being purchased]
 - **Quantity:** [Specify the quantity]
 - **Specifications:** [Detail any specifications or requirements]
2. **Purchase Price:**
 - The total purchase price for the [item/service] is [amount in currency].
 - This price includes [any inclusions such as taxes, shipping, handling, etc.].
3. **Payment Terms:**
 - [Your Company] agrees to pay [percentage]% of the total purchase price as a deposit upon signing this letter of commitment.
 - The remaining balance of [percentage]% will be paid upon delivery and inspection of the [item/service].
 - Payment will be made via [specify payment method, e.g., bank transfer, check, etc.].
4. **Delivery Terms:**
 - Delivery of the [item/service] will be made to [delivery address] by [delivery date].
 - [Seller's Company] is responsible for ensuring that the [item/service] meets all agreed specifications and standards upon delivery.
5. **Inspection and Acceptance:**
 - Upon delivery, [Your Company] will have [number] days to inspect the [item/service] and notify [Seller's Company] of any defects or discrepancies.
 - If any issues are found, [Seller's Company] agrees to rectify them within [number] days.

6. Cancellation and Refund Policy:

- In the event that **[Your Company]** decides to cancel this purchase, the deposit will be refundable under the following conditions: **[specify conditions]**.

7. Confidentiality:

- Both parties agree to keep the terms of this purchase confidential and not to disclose any details to third parties without prior consent.

We are confident that this purchase will be mutually beneficial and look forward to a successful transaction. Please sign below to acknowledge your acceptance of this commitment to purchase.

Sincerely,

[Your Name]
[Your Title]
[Your Company]

[Seller's Name]
[Seller's Title]
[Seller's Company]