

SAMPLE COMMITMENT LETTER or LETTER OF INTENT
TO PURSUE A PARTNERSHIP (aka to get hired!)

Name of Sender
Name & Address of Sender's Business

DATE

Name of Receiver
Name & Address of Receiver's Business

Dear [Name of Receiver],

This is a Letter of Intent that proposes to outline the partnership you and I discussed on [DATE]. The general terms of our arrangement are included here.

Together we will construct a more detailed Group Agreement Letter for which I will provide the outline once the proposed group travel package has been approved.

We have agreed that we will enter into a partnership for the purpose of creating [GROUP TRAVEL NAME, APPROXIMATE DATE & DETAIL].

[AGENT'S NAME] of [AGENCY NAME] will be the first designated and exclusive partner in this endeavor. My primary responsibility will be:

1.

[RECEIVER'S NAME] of [RECEIVER'S BUSINESS NAME] will be the second designated and exclusive partner in this endeavor. Your primary responsibility will be:

1.

[RECEIVER'S BUSINESS NAME] agrees that [AGENCY NAME] will maintain right of first refusal. [RECEIVER'S BUSINESS NAME] agrees that [AGENCY NAME] is the originator of this endeavor and maintains creative ownership as it is described. Both partners agree to make all information confidential.

I propose that we, [DEFINE WHO SHOULD BE PRESENT], meet on [DATE and PLACE] at which time I will present the group travel package based on the specifications discussed.

[INSERT PERSONAL NOTE OF ENTHUSIASM, GRATITUDE, plus a salutation]

Name, Title, Company, Agent Sig., Date	Name, Title, Company, Receiver Sig., Date
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