

[Date]

[Recipient Name]
[Recipient Title]
[Institution Name]
[Address Line 1]
[Address Line 2]

RE: Transmittal of Memorandum of Understanding - [Project/Transaction Name]

Dear [Recipient Name],

On behalf of [Lead Manager/Lead Arranger Name], we are pleased to formally submit the enclosed Memorandum of Understanding (MOU) regarding the proposed investment banking syndicate for [Project/Issuer Name].

This document outlines the preliminary terms of cooperation, including:

- Proposed roles and responsibilities of syndicate members;
- Indicative participation brackets and fee allocations;
- Confidentiality and exclusivity provisions;
- Timeline for due diligence and execution.

Please review the enclosed document and return a signed copy to our offices by [Deadline Date]. Should you have any questions or require modifications to the proposed terms, please contact [Contact Person Name] at [Phone Number] or [Email Address].

We look forward to a successful collaboration on this mandate.

Sincerely,

[Your Signature]

[Your Name]
[Your Title]
[Your Department]
[Your Institution]

Enclosure: Memorandum of Understanding