

# Formal Acquisition Discussion Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to initiate discussions regarding a potential acquisition of [Recipient Company Name] by [Your Company Name]. Given our mutual interest in innovation and advancements in the tech sector, I believe this conversation could be beneficial for both parties.

We have been closely following your company's growth and achievements, particularly in [specific area of expertise or project], and are impressed by your team's dedication and results. We feel that our resources and expertise could complement your operations and enhance a combined portfolio.

I would like to propose a meeting at your earliest convenience to discuss this opportunity further and explore how we can align our visions for future growth. Please let me know your available dates and times so we can accommodate each other.

Thank you for considering this proposal. I look forward to your positive response.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]