

# Board of Directors

Date: [Insert Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that the Board of Directors of [Your Company Name] has proposed the acquisition of your esteemed organization, [Recipient Company Name]. This proposal aims to create significant synergies and enhance value for both parties.

We believe this strategic acquisition will enable us to leverage our combined strengths and achieve our mutual goals more effectively. We are keen on discussing the potential benefits and exploring how we can move forward collaboratively.

We would like to schedule a meeting at your earliest convenience to discuss this proposal in detail. Please let us know your availability for the upcoming weeks.

Thank you for considering this opportunity. We look forward to your positive response.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]