

Letter of Intent for Business Acquisition

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],

We are pleased to submit this Letter of Intent (LOI) regarding our interest in acquiring [Recipient Company Name]. This letter outlines the key terms and conditions under which we are prepared to pursue this transaction.

1. Overview of the Proposed Acquisition

Our intention is to acquire [insert a brief description of the business or assets involved], which we believe aligns strategically with our growth objectives.

2. Purchase Price

We anticipate a purchase price in the range of [insert amount], subject to due diligence and final agreement on terms.

3. Due Diligence

We propose a due diligence period of [insert duration] to review financials, operations, and other relevant aspects of your company.

4. Confidentiality

We request that all information shared during this process remain confidential and is used solely for the purpose of evaluating this acquisition.

5. Closing Date

We hope to finalize the transaction by [insert estimated closing date], pending the successful completion of our due diligence.

We are excited about the opportunity to work together and explore this acquisition further. Please feel free to contact me directly at [your phone number] or [your email address] to discuss this proposal in detail.

Thank you for considering our offer. We look forward to your positive response.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]