

# Letter of Intent for Business Acquisition

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally outline our interest in acquiring [Target Company Name]. This letter serves as a basis for negotiation and outlines key points we believe warrant discussion:

## 1. Introduction

Brief overview of your company and the rationale behind the acquisition.

## 2. Acquisition Structure

Proposed structure of the acquisition (e.g., asset purchase, stock purchase).

## 3. Financial Terms

Initial proposal for purchase price and payment structure.

## 4. Due Diligence

Outline of the due diligence process and timeframe.

## 5. Confidentiality Agreement

Proposal of terms for confidentiality regarding shared information.

## 6. Timetable

Expected timeframe for negotiations and completion of the acquisition.

## 7. Next Steps

Request for a meeting to discuss the proposal in further detail.

We believe this acquisition represents a strategic opportunity for both parties. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]