

Letter of Intent for Acquisition

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my intent to acquire [Recipient's Company Name]. After a thorough analysis of your business and its potential for growth, we believe that a strategic partnership can benefit both our companies and enhance our competitive positions in the market.

We propose to engage in discussions regarding the terms of this acquisition, including the valuation, structure, and timing. Our preliminary assessment indicates a mutual benefit, and we are prepared to move forward promptly.

This letter serves as a formal expression of our intent, and we look forward to your response. Please let us know a convenient time for a meeting to discuss this further.

Thank you for considering this opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company Name]

[Your Contact Information]