

# Letter of Intention to Sell Business Assets

Date: [Insert Date]

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

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

Dear [Recipient Name],

I am writing to express my intention to sell specific assets of my business, [Your Business Name]. This decision comes as part of our strategic plan to [briefly explain reason for sale, e.g., streamline operations, focus on core business activities, etc.].

The assets intended for sale include:

- [Asset Description 1]
- [Asset Description 2]
- [Asset Description 3]

I believe that these assets could significantly benefit your organization and align with your current business goals. I would appreciate the opportunity to discuss this proposal further and explore potential terms for this transaction.

Please feel free to reach out to me at your earliest convenience to schedule a meeting or call.

Thank you for considering this proposal.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Business Name]