

# Letter of Intent for Merger and Acquisition

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit this Letter of Intent ("LOI") to propose a potential merger and acquisition transaction between [Your Company Name] and [Recipient Company Name]. After our preliminary discussions, we believe that a combination of our companies could create significant value for our stakeholders.

This LOI outlines the key terms and conditions under which we would like to move forward:

- **Proposed Transaction:** Acquisition of [Recipient Company Name] by [Your Company Name]
- **Purchase Price:** \$[Amount] (subject to due diligence)
- **Due Diligence Period:** [Number of Days] from the date of acceptance of this LOI
- **Confidentiality:** Both parties agree to maintain confidentiality regarding this transaction.
- **Proposed Timeline:** [Outline of critical milestones and deadlines]

We believe that this merger can bring mutual benefits, and we are enthusiastic about the prospect of working together. We propose to schedule a meeting to discuss our proposal in further detail and explore the next steps.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email]

[Your Phone Number]