

# Letter of Intent for Merger and Acquisition Discussion

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to express our interest in discussing a potential merger and acquisition partnership between [Your Company Name] and [Recipient Company Name].

Given the strategic alignment of our businesses, we believe that a partnership could yield significant benefits and create greater value for both of our organizations. We are particularly impressed with [specific aspect of the recipient company] and see potential for synergy in [specific area of collaboration].

We would like to propose a meeting to explore this opportunity further. Please let us know your availability for a discussion within the next few weeks.

Thank you for considering this proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]