

Letter of Acquisition Intent

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are writing to express our intent to discuss a potential acquisition of [Company Name]. After conducting extensive research on your company and its market position, we are impressed by your achievements and believe that together we could achieve even greater success.

Our interest specifically lies in [briefly explain interests related to the acquisition, e.g., specific products, markets, or technologies]. We believe that the combination of our resources and expertise could lead to significant synergies.

We would appreciate the opportunity to discuss this further and explore the possibilities of this potential acquisition. Please let us know a convenient time for us to have an initial conversation.

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]