

Merger Negotiation Confirmation Letter

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm our intention to engage in formal negotiations regarding the proposed merger between [Your Company Name] and [Recipient's Company Name]. We believe that this partnership has the potential to create significant value for both organizations.

As discussed in our recent conversations, we propose to outline the key terms and conditions for the merger, including the timeline and the required due diligence. We are optimistic about finding an agreeable path forward that considers the interests of both parties.

Please let us know your availability for a follow-up meeting to further discuss this opportunity. We look forward to working together to bring this merger to fruition.

Thank you for your attention to this matter. We are excited about the possibilities that lie ahead.

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