

# M&A Offer Letter

Date: [Insert Date]

To: [Company Name]

Attention: [Recipient's Name]

[Recipient's Title]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to submit our proposal for the acquisition of [Company Name] (the "Company"). After careful consideration of your business and strategic position, [Your Company Name] believes that this acquisition would provide significant benefits to both parties.

## Offer Summary

- **Acquisition Price:** \$[Offer Price]
- **Payment Structure:** [Cash, Stock, etc.]
- **Target Closing Date:** [Insert Date]

This offer is contingent upon satisfactory completion of due diligence and negotiation of definitive agreements. We are committed to ensuring a smooth transition and integration process, and we believe that this opportunity is beneficial for the continued success of both companies.

We look forward to discussing this proposal further and hope to reach a mutually beneficial agreement. Please feel free to contact me directly at [Your Contact Information].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]