

Letter of Inquiry

Date: [Insert Date]

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about potential merger opportunities between our companies.

Given the current market trends and the strengths of both our organizations, I believe there may be significant synergies to explore. We are particularly interested in discussing areas such as [specific areas of interest or focus].

I would appreciate the opportunity to discuss this in further detail. Please let me know your availability for a meeting or a call at your earliest convenience.

Thank you for considering this inquiry. I look forward to your response.

Sincerely,

[Your Name]
[Your Title/Position]