

# Business Acquisition Plan

**Date:** [Insert Date]

**From:** [Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Email]  
[Your Phone Number]

**To:** [Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]

## 1. Executive Summary

[Briefly describe the purpose of the acquisition and its overall objectives.]

## 2. Business Overview

[Provide a detailed description of the target company, including its history, market position, and key financial metrics.]

## 3. Market Analysis

[Analyze the market conditions and environment in which the target company operates.]

## 4. Acquisition Rationale

[Explain the reasons for acquiring the company and how it aligns with your strategic goals.]

## 5. Financial Projections

[Present projected financial performance post-acquisition, including revenue, expenses, and profitability.]

## 6. Acquisition Structure

[Describe how the acquisition will be structured, including payment methods, stock options, etc.]

## **7. Due Diligence**

[Outline the steps to be taken for due diligence and any potential risks involved.]

## **8. Conclusion**

[Summarize the key points and express your willingness to discuss the plan further.]

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]