

Formal Business Acquisition Offer

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing on behalf of [Your Company Name] to formally express our interest in acquiring [Recipient Company Name]. After conducting extensive research and evaluations, we believe that this acquisition would be mutually beneficial for both parties.

We are prepared to offer [Insert Offer Amount] for the acquisition of [Recipient Company Name], which reflects our valuation based on current market trends and your company's financial performance. We are confident that our resources and expertise will allow us to enhance the operations and growth trajectory of your esteemed company.

We would appreciate the opportunity to discuss this proposal in more detail and look forward to scheduling a meeting at your earliest convenience. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]