

Invitation to Discuss Business Acquisition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Company Address]

Dear [Recipient's Name],

We are pleased to invite you to a meeting to discuss the potential acquisition of [Target Company Name]. We believe that a partnership between our two companies could yield significant benefits and synergies.

We would like to propose the following details for our meeting:

- Date: [Proposed Date]
- Time: [Proposed Time]
- Location: [Proposed Location or Virtual Meeting Link]

Please let us know your availability for the proposed date or suggest another time that may suit you better. We are eager to explore this opportunity with you.

Thank you for considering this invitation. We look forward to your positive response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[Your Contact Information]