

Preliminary Agreement for Merger Talks

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

[Date]

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

Dear [Recipient's Name],

This letter serves as a preliminary agreement between [Your Company Name] and [Recipient's Company Name] regarding potential merger talks. The purpose of this agreement is to outline the intention of both parties to engage in discussions concerning a possible merger.

Both parties agree to the following terms:

- Confidentiality: Both parties will maintain the confidentiality of all shared information.
- Exclusivity: The parties agree to engage exclusively with each other during the negotiation period.
- Timeline: Discussions will proceed with the aim of reaching a formal agreement by [insert date].

This preliminary agreement is not binding and is intended solely as a framework for future negotiations. We look forward to exploring this opportunity together.

Thank you for considering this proposal. Please indicate your agreement to the terms outlined by signing below.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]

Agreed and Accepted by:

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]

[Signature] _____

[Date] _____