

Inquiry Letter Regarding Potential Business Merger

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to express our interest in exploring the possibility of a potential merger between [Your Company Name] and [Recipient Company Name]. Given our aligned values and complementary strengths, we believe that a merger could create significant benefits for both parties.

We would appreciate the opportunity to discuss this idea further and explore the synergies that may exist between our organizations. If you are open to this conversation, please let me know a convenient time for us to meet or speak.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]