

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient 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 merger between [Your Company Name] and [Recipient Company Name]. Given our complementary strengths and shared vision for the industry, we believe that a merger could create significant value for both parties.

We would welcome the opportunity to discuss this further at your earliest convenience. Please let me know a suitable time for you or if there are any preliminary steps we should consider.

Thank you for considering this potential collaboration. I look forward to your response.

Best regards,

[Your Name]

[Your Title]

[Your Company]