

Acquisition Agreement Initial Discussion

Date: [Insert Date]

To: [Name of Recipient]

[Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are pleased to initiate discussions regarding a potential acquisition agreement between [Your Company Name] and [Recipient's Company Name]. This letter serves as a preliminary outline of our interests and intentions in pursuing this acquisition.

Our objective is to explore terms that would mutually benefit both parties, ensuring a smooth transition and enhancement of our respective business operations. We believe that [briefly explain reasons for acquisition, e.g., synergies, market expansion].

We suggest convening for a meeting at your earliest convenience to further discuss this opportunity and outline our respective visions. Please let us know your availability in the coming weeks.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]