

Acquisition Agreement Request for Proposal

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to formally request a proposal for the acquisition of [specific assets, division, or company name]. Our organization, [Your Company], is exploring opportunities for growth and believes that collaborating with [Recipient Company] will be mutually beneficial.

We are particularly interested in understanding your company's valuation, strategic fit, and any potential synergies that might exist. We kindly request that you provide a detailed proposal by [specific deadline].

We appreciate your consideration and look forward to your prompt response. Please feel free to contact me directly at [Your Phone Number] or [Your Email] should you have any questions or require further clarification.

Thank you for your time and attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]