

Letter of Intent to Discuss Business Acquisition

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[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 initiating discussions regarding the potential acquisition of [Recipient Company Name]. We believe that a partnership between our two organizations could lead to significant synergies and mutual growth opportunities.

We are particularly impressed by [specific aspects of the recipient's company, e.g., its market position, innovation, customer base], and we believe that our resources could enhance your offerings and accelerate shared objectives.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a suitable time for us to connect, either via a phone call or an in-person meeting.

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

Best regards,

[Your Name]
[Your Position]
[Your Company Name]