

# Letter of Intent for Business Acquisition

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

**Dear [Recipient Name],**

I am writing on behalf of [Your Company Name] to express our intent to acquire [Recipient Company Name]. We believe that this acquisition aligns strategically with our growth objectives and will provide significant value to both parties.

We are impressed with [specific reasons for interest in the company, e.g., innovative products, market position, etc.] and see this as a great opportunity for partnership.

We would like to propose discussing this potential acquisition further and exploring avenues for due diligence and negotiation.

We are prepared to move forward at your convenience and appreciate your consideration of our proposal.

Thank you for your time. We look forward to your favorable response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]