

Formal Offer for Company Acquisition

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to present our formal offer to acquire [Recipient Company Name]. After thorough analysis and discussions, we believe that the acquisition will create substantial value for both our organizations.

Our offer is structured as follows:

- Purchase Price: [Insert Amount]
- Payment Method: [Details]
- Proposed Timeline: [Insert Timeline]

This offer is contingent upon satisfactory due diligence and the negotiation of definitive agreements. We are committed to ensuring a smooth transition for all stakeholders involved.

We believe that our combined resources and expertise will strategically position us for future growth and success. We would like to schedule a meeting to discuss this offer in detail and address any questions you may have.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]