

Letter of Intent to Acquire a Business

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to submit this Letter of Intent ("LOI") to express our interest in acquiring [Target Company Name] ("Company"). This letter outlines the preliminary terms and conditions under which we would like to proceed with the acquisition.

Proposed Terms:

- **Purchase Price:** [Insert Purchase Price]
- **Payment Terms:** [Describe Payment Terms]
- **Proposed Closing Date:** [Insert Closing Date]
- **Due Diligence Period:** [Specify Duration]

We believe that a transaction between our companies will create significant value and synergies. We are optimistic about moving forward and hope to reach a mutually beneficial agreement.

This LOI is non-binding and is intended solely as a basis for further discussions and negotiations. We look forward to your response and the next steps in this process.

Thank you for considering our proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]