

Business Valuation Exploration for Acquisition Prospects

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are reaching out to express our interest in exploring potential acquisition opportunities with [Company Name]. As part of our due diligence process, we would like to initiate a thorough business valuation assessment.

Our goal is to understand the intrinsic value of your company, which will aid in determining a fair purchase price. This valuation will consider various factors, including tangible and intangible assets, financial performance, market position, and growth prospects.

To facilitate this process, we kindly request access to key financial documents and information, including:

- Recent financial statements (last three years)
- Tax returns
- Accounts receivable and payable reports
- Business plans and forecasts
- Details of existing contracts and obligations

We assure you that all information shared will be handled with the utmost confidentiality and used solely for the purpose of this valuation.

We believe that a potential partnership could be mutually beneficial and are eager to discuss this further. Please let us know a convenient time for you to discuss our interest and the next steps.

Thank you for considering this opportunity. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]