

# Acquisition Proposal

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company Name] to formally propose an acquisition of [Target Company Name]. After thorough analysis and consideration, we believe that this acquisition will create a synergistic partnership that will enhance our collective growth and market presence.

We are particularly impressed by [Target Company Name]'s strengths in [specific strengths or market segments], and we are confident that combining our resources will yield significant advantages.

We propose to initiate discussions about this acquisition and explore how we can work together to create a beneficial outcome for both parties. We are open to scheduling a meeting at your earliest convenience to discuss the terms and details further.

Thank you for considering this proposal. We are excited about the potential collaboration and look forward to your positive response.

Sincerely,

[Your Signature]  
[Your Typed Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]