

Letter of Business Asset Acquisition

Date: [Insert Date]

[Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

We are pleased to inform you that [Your Company Name] intends to acquire certain assets from your company. We believe that this acquisition will enhance our operational capabilities and strengthen our business relationship.

Details regarding the assets to be acquired are as follows:

- Asset Description: [Insert Description]
- Quantity: [Insert Quantity]
- Agreed Price: [Insert Price]

We request that you provide us with all necessary documentation related to the assets and any other information that may facilitate this acquisition.

Please confirm your acceptance of this proposal by signing below and returning a copy of this letter to us by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]

Agreed and Accepted by:

[Supplier's Name]
[Supplier's Title]
[Supplier's Company Name]
Date: _____