

Letter of Intent for Potential Merger

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to express our interest in exploring a potential merger between [Your Company Name] and [Recipient's Company Name]. This merger aims to leverage our diversified offerings and enhance our market position. Below is an outline of the proposed structure and potential benefits:

1. Overview of Both Companies

- Brief description of [Your Company Name]
- Brief description of [Recipient's Company Name]

2. Objectives of the Merger

- Expand product and service offerings
- Increase market reach and customer base
- Achieve operational efficiencies

3. Potential Benefits

- Combined expertise and resources
- Enhanced innovation capabilities
- Greater competitive advantage

4. Next Steps

- Schedule a meeting to discuss further
- Due diligence process
- Prepare a formal merger agreement outline

We believe that a merger could yield substantial benefits for both parties and are eager to discuss this opportunity in detail. Please let us know a convenient time for you to meet or if you require any additional information.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]