

# Letter of Proposal for Business Acquisition

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally propose a potential acquisition and merger between [Your Company Name] and [Recipient Company Name]. We believe that a strategic partnership would create significant value and opportunities for both our businesses.

In recent years, we have closely observed the impressive growth and innovations at [Recipient Company Name]. The synergy between our companies could lead to enhanced operational efficiency, an expanded market reach, and increased competitiveness in the industry.

We would like to propose a meeting to discuss this opportunity further and explore how we can align our business goals for mutual benefit. Please let us know your availability in the coming weeks.

Thank you for considering this proposal. We look forward to the possibility of working together to create a more competitive organization.

Sincerely,

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