

[Your Name]

[Your Company Name (if applicable)]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Seller's Name]

[Seller's Company Name (if applicable)]

[Seller's Address]

[City, State, Zip Code]

Subject: Letter of Intent for the Acquisition of [Seller's Business Name]

Dear [Seller's Name],

I am writing this letter to express our intent to proceed with the acquisition of [Seller's Business Name] (the "Business"). After careful consideration and due diligence, we are enthusiastic about the prospect of acquiring your business and believe it aligns well with our strategic goals and vision.

1. Proposed Transaction Structure:

We propose to acquire [100%] of the ownership interest in [Seller's Business Name]. The proposed structure of the transaction is [e.g., asset purchase, stock purchase, merger] and is subject to further negotiation and agreement between

the parties.

2. Purchase Price and Payment Terms:

The proposed purchase price for the Business is [Amount] USD. The payment will be structured as follows:

- [Specify the payment terms, e.g., cash at closing, installment payments, etc.].

3. Due Diligence:

We request a period of [Specify Duration, e.g., 30 days] to conduct comprehensive due diligence on the Business. This will include a review of financial records, customer contracts, employee agreements, intellectual property, and any other relevant documentation.

4. Exclusivity:

In consideration of this letter of intent, we request that you agree not to negotiate with any other potential buyers for a period of [Specify Duration, e.g., 30 days].

This exclusivity period is intended to allow us to complete due diligence and finalize the transaction documentation.

5. Non-Binding Nature:

This letter of intent is non-binding, and neither party shall be obligated to proceed with the transaction until a definitive agreement is executed by both parties.

6. Confidentiality:

We agree to maintain the confidentiality of all non-public information provided by the Seller during the due diligence process, as per the terms of the attached Non-Disclosure Agreement.

7. Closing Conditions:

The closing of the transaction will be subject to the satisfaction of customary closing conditions, including regulatory approvals, if applicable.

This letter of intent is an expression of our sincere interest in pursuing the acquisition of [Seller's Business Name]. We believe that our combined efforts can contribute to the continued success of the Business.

We look forward to the opportunity to discuss and negotiate the terms of the transaction in more detail. Please let us know your availability for a meeting to further this discussion.

Thank you for considering our proposal. We are excited about the potential collaboration and anticipate a successful transaction.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Attachment: Non-Disclosure Agreement]