

[Your Name]
[Your Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

Subject: Letter of Intent for Merger

We are pleased to submit this Letter of Intent ("LOI") regarding a potential merger between [Your Company] and [Recipient Company].

1. ****Parties Involved****

This LOI is made between [Your Company], a [Your State] corporation, and [Recipient Company], a [Recipient State] corporation.

2. ****Purpose****

The purpose of this LOI is to outline the preliminary terms and conditions under which both parties intend to negotiate a merger agreement.

3. ****Proposed Structure****

The proposed structure of the merger includes [briefly describe the structure, e.g., acquisition of stock/assets].

4. ****Valuation****

The preliminary valuation of [your/recipient company] is estimated at [insert valuation], subject to due diligence and mutual agreement.

5. ****Due Diligence****

Both parties agree to conduct due diligence to understand the financial and operational aspects of each other's businesses.

6. ****Confidentiality****

Both parties will enter into a confidentiality agreement to protect sensitive information shared during this process.

7. ****Exclusivity****

This LOI may be subject to a period of exclusivity where both parties agree not to engage with other potential partners during negotiations.

8. ****Timeline****

We propose to complete the due diligence process and finalize the merger agreement by [insert proposed date].

9. ****Non-Binding****

This LOI is non-binding and is intended only as a basis for further discussions.

We look forward to discussing this proposal with you and believe that a merger between our two companies would be mutually beneficial. Please signify your acceptance of this Letter of Intent by signing below.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]
[Your Company]

Accepted and Agreed:

[Recipient Signature]
[Recipient Printed Name]
[Recipient Title]
[Recipient Company]
[Date]