

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Proposal for Product Acquisition

I hope this letter finds you well.

We are pleased to express our interest in acquiring [Product Name or Description] from [Recipient's Company]. Given our mutual interest in [briefly state the relevant market or sector], we believe that this acquisition could be mutually beneficial.

[Provide a few sentences that outline your reasons for the acquisition and how it aligns with your business strategy.]

To proceed with this acquisition, we would like to propose the following terms:

1. ****Price****: [Proposed Amount]

2. ****Timeline****: [Proposed Timeline for the Acquisition]

3. ****Conditions****: [Any specific conditions or requirements]

We understand the importance of this transaction and are committed to ensuring a smooth process. We would be grateful for the opportunity to discuss this proposal further and answer any questions you may have.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to schedule a meeting at your earliest convenience.

Thank you for considering our proposal. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]