

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

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

Dear [Recipient's Name],

Subject: Proposal for Merger between [Your Company] and [Recipient's Company]

I hope this message finds you well. I am writing to formally propose a merger between [Your Company] and [Recipient's Company]. Given the current dynamics of our industry and our complementary strengths, I believe that a merger could significantly enhance our market positioning and drive growth for both entities.

****Objectives of the Merger:****

1. Enhance operational efficiencies through combined resources.
2. Expand our market reach and customer base.
3. Leverage shared technology and innovation to improve service offerings.

****Proposed Structure:****

- A new entity named [Proposed Company Name].
- Ownership distribution of [X%] to [Your Company] and [Y%] to [Recipient's Company].

****Next Steps:****

I would like to schedule a meeting to discuss this proposal further and to explore the potential for collaboration. I am confident that together we can create a stronger, more competitive organization.

Thank you for considering this opportunity. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]