### **Business Purchase Offer Letter**

**[Your Company Name]**[Your Address]  
[City, State, ZIP Code]  
[Date]

**[Recipient’s Name]**[Recipient’s Address]  
[City, State, ZIP Code]

**Subject:** Offer to Purchase [Business Name]

Dear [Recipient’s Name],

We are writing to formally present our offer to purchase [Business Name]. After careful evaluation, we are confident that acquiring your business will create significant value for both parties.

### **Details of the Offer**

* **Purchase Price:** [Specify amount.]
* **Payment Terms:** [Mention payment method and schedule.]
* **Conditions:** [Outline contingencies, if any, such as due diligence or approvals.]
* **Proposed Timeline:** [Include the timeline for the purchase process.]

We look forward to your response to this proposal by [response deadline]. Please feel free to reach out if you require additional information or have specific requirements to discuss.

Sincerely,  
[Your Full Name]  
[Your Job Title]  
[Your Company Name]  
[Phone Number]  
[Email Address]