

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]