

Business Purchase Intent Template

Subject: Letter of Intent - Acquisition of [Business Name]

Dear [Business Owner/Representative],

Following our preliminary discussions, I am pleased to submit this Letter of Intent regarding the potential acquisition of [Business Name]. After reviewing the provided materials and conducting initial due diligence, I am confident in moving forward with formal negotiations.

Proposed Transaction Terms:

- Purchase Price: [Amount] subject to final valuation
- Asset Purchase Agreement structure
- Transition period of [Duration] with your continued involvement
- Employee retention commitment for [Period]
- Non-compete agreement for [Duration and Geographic Scope]

The transaction is contingent upon:

- Satisfactory completion of comprehensive due diligence
- Review of financial records for the past [Number] years
- Verification of all licenses and permits
- Approval by my board of directors/investors

I am prepared to proceed with a [Amount] good faith deposit upon execution of a formal purchase agreement. My legal and financial advisors are ready to begin the due diligence process immediately.

This LOI is non-binding except for confidentiality provisions. I propose a 30-day exclusivity period for negotiations.

Best regards,

[Your Name and Title]

[Company Name]

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