April 20, 2010

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**Re: Purchase Proposal for [NAME OF COMPANY]**

Dear [CONTACT NAME],

We would like to express our interest in purchasing of all the business assets of [NAME OF COMPANY] at [ADDRESS].

Subject to formal contract, we are prepared to pay [AMOUNT] for the business on the following terms:

[INSERT TERMS]

If you are interested in selling at this price on these terms, please let us know and we will make you a formal offer to purchase.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]