

17 Sample Letters of Intent to Purchase Business Assets

Professional Templates for Business Acquisition Transactions

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[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets

Dear [Seller's Name],

I am writing to express my interest in purchasing the business assets of [Seller's Company Name]. This letter outlines the basic terms and conditions under which I intend to proceed with the acquisition.

I propose to purchase the assets including, but not limited to, inventory, equipment, fixtures, intellectual property, and goodwill related to [describe business or location], for a total purchase price of \$[amount], subject to satisfactory due diligence.

This offer is contingent upon the execution of a definitive asset purchase agreement satisfactory to both parties and completion of due diligence within [number] days from the date of this letter.

I look forward to working with you to finalize this transaction. Please indicate your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets

Dear [Seller's Name],

This letter confirms my intent to purchase the assets of [Seller's Company Name] as described herein. The purchase price proposed is \$[amount], payable upon closing.

This offer is contingent upon my securing financing satisfactory to me within [number] days. Should I be unable to obtain such financing, I reserve the right to terminate this letter without penalty.

The assets included in the sale consist of inventory, equipment, customer lists, and intellectual property. A formal asset purchase agreement will be prepared following mutual agreement on these terms.

Please signify your acceptance by signing below.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Selected Business Assets

Dear [Seller's Name],

I am pleased to present this letter of intent for the purchase of certain business assets of [Seller's Company Name]. The assets to be purchased include equipment, inventory, and contracts related specifically to [specify division or location].

The proposed purchase price for these assets is \$[amount], payable at closing. This offer is subject to a satisfactory inspection and review of all related documents.

A detailed asset purchase agreement will be drafted once these preliminary terms are agreed upon.

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

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets with Non-Compete

Dear [Seller's Name],

This letter sets forth my intention to purchase the business assets of [Seller's Company Name], including equipment, inventory, and customer contracts, for \$[amount].

In addition to the asset purchase, I request that the seller agrees to a non-compete clause effective for a period of [number] years within [geographic area] to protect the goodwill associated with the assets.

This letter is subject to negotiation of a definitive purchase agreement and satisfactory due diligence.

Please indicate your acceptance by signing below.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets with Deposit

Dear [Seller's Name],

I am writing to confirm my intent to purchase the business assets of [Seller's Company Name] for \$[amount]. To demonstrate my commitment, I am prepared to provide an earnest money deposit of \$[deposit amount] upon execution of this letter.

This deposit will be applied toward the purchase price at closing or refunded if this transaction does not proceed due to conditions beyond my control.

This offer is subject to the negotiation and execution of a definitive asset purchase agreement.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets Including Employee Retention

Dear [Seller's Name],

This letter confirms my intention to purchase the assets of [Seller's Company Name] for \$[amount]. Included in this purchase are the existing inventory, equipment, and intellectual property.

Additionally, I intend to retain the current employees on their existing terms for a minimum of [number] months following the closing date.

This letter is non-binding and subject to a formal purchase agreement.

I look forward to your response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets with Inventory Adjustment

Dear [Seller's Name],

I am pleased to submit this letter of intent to purchase the business assets of [Seller's Company Name] for \$[amount]. This price is based on an inventory valuation as of the closing date.

An adjustment will be made at closing to reflect the actual value of inventory, determined by a mutually agreed upon third-party audit.

This offer is subject to execution of a definitive purchase agreement and due diligence.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets Including Intellectual Property

Dear [Seller's Name],

This letter expresses my intent to acquire the business assets of [Seller's Company Name], including equipment, inventory, customer lists, and all intellectual property rights, for \$[amount].

The intellectual property assets include trademarks, patents, copyrights, and trade secrets necessary for business operations.

This letter is subject to negotiation of a formal asset purchase agreement.

Please confirm your acceptance by signing below.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets Subject to NDA

Dear [Seller's Name],

I hereby express my intention to purchase the business assets of [Seller's Company Name] for \$[amount]. This offer is made with the understanding that all confidential information disclosed will be protected by a non-disclosure agreement.

The transaction is subject to satisfactory due diligence and the execution of a formal asset purchase agreement.

I look forward to your response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets with Closing Date

Dear [Seller's Name],

I am writing to confirm my interest in purchasing the business assets of [Seller's Company Name] for \$[amount]. The proposed closing date for this transaction is [date], or such other date as mutually agreed.

This offer is subject to due diligence, approval of financing, and the negotiation of a definitive purchase agreement.

Please confirm your acceptance by signing below.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Equipment Assets

Dear [Seller's Name],

This letter confirms my intent to purchase the equipment assets of [Seller's Company Name], including machinery, tools, and fixtures, for \${amount}.

This offer is subject to inspection of the equipment and negotiation of a formal purchase agreement.

I look forward to your response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets with Seller Financing

Dear [Seller's Name],

I am interested in purchasing the business assets of [Seller's Company Name] for \$[amount]. I request that a portion of the purchase price, \$[amount], be financed by you under terms to be mutually agreed.

This letter is subject to negotiation of a definitive asset purchase and financing agreement.

Please indicate your acceptance by signing below.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets Subject to Condition

Dear [Seller's Name],

I hereby express my intent to purchase the assets of [Seller's Company Name] for \$[amount]. This offer is contingent upon the assets being in good working condition as verified by an independent inspection.

The transaction will be finalized upon execution of a formal purchase agreement.

I look forward to your response.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets Subject to Environmental Assessment

Dear [Seller's Name],

This letter confirms my intention to purchase the business assets of [Seller's Company Name] for \$[amount]. This offer is contingent upon the completion of a satisfactory environmental assessment.

The final purchase will be subject to the negotiation and execution of a definitive agreement.

Please confirm your acceptance by signing below.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets with Confidentiality

Dear [Seller's Name],

I am interested in acquiring the business assets of [Seller's Company Name] for \$[amount]. This letter is submitted with the understanding that all discussions and disclosures will be kept confidential by both parties.

This proposal is subject to the execution of a formal purchase agreement.

I look forward to your reply.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets Considering Tax Matters

Dear [Seller's Name],

This letter expresses my intent to purchase the business assets of [Seller's Company Name] for \$[amount]. The transaction will be structured to optimize tax efficiency for both parties.

This offer is subject to due diligence and negotiation of a definitive purchase agreement.

Please acknowledge your acceptance by signing below.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]

[Your Name]
[Your Company Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

[Date]

[Seller's Name]
[Seller's Company Name]
[Seller's Address]
[City, State, ZIP Code]

Subject: Letter of Intent to Purchase Business Assets Including Contract Assignments

Dear [Seller's Name],

I am writing to confirm my interest in purchasing the business assets of [Seller's Company Name], including the assignment of all contracts related to the business, for a purchase price of \$[amount].

This letter is subject to execution of a formal agreement and consent of the other parties to any contract assignments.

I look forward to your acceptance.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]