

Business Purchase - Proposal to buy

_____ DATE: _____

To: _____ From: _____

Re: The proposal to buy:

The undersigned is interested in possible negotiations for the purchase and sale as a going concern of all the business assets, including all furnishings, fixtures, and other equipment, stock in trade, parts, supplies, leasehold interest and goodwill, owned by you in connection

with the (type of) _____ business, by the name of: _____ located at the following address:

Subject to a formal contract/agreement, we are prepared to make an offer for the amount of _____ dollars in order to purchase this business, based on these terms:

If you are interested in selling your business under these terms, please let us know and we will make a formal offer in order to complete the actual transaction.

Sincerely yours:
