

[Your Name]

L. Ipsum and Partners

Office of Industrial Development North America Region
123 A St.
Washington, DC 20008
+1 151.555.0135

Dear [Name of Client],

We at the [Department], [Company] have reviewed your [project name] and are pleased to inform you, [name], that we are interested in entering into an agreement with your company, [company name].

Include the summary of terms for transaction(s). For example:

Our company is interested in a management buyout of your company, up to 51% ownership over the next 3 years. If accepted, the purchase would be made in 3 tranches, detailed below.

For the first tranche of 25% equity, L. Ipsum is pleased to offer a compensation of 5,125 thousand U.S. dollars, by a date of November 29th, 2019.

For the second tranche of 25% equity (for a total of 50%), L. Ipsum is pleased to offer a compensation of 11,000 thousand U.S. Dollars, by a date of December 31st, 2021.

And for the final tranche of 1% equity (for a total of 50%), L. Ipsum is pleased to offer a compensation of an additional 15,000 thousand U.S. dollars, for a total of 31,125 thousand U.S. dollars (thirty one million one hundred twenty five thousand U.S. dollars), by a date of December 31st, 2025.

In return for the following payments and compensations to [Company Name]:

Include any conditional amounts, like amounts on proof of completion of milestones, dates, or targets.

L. Ipsum and Partners expects to have the right to appoint a Chairman of the Board of Directors, one other appointed member, and a CEO, CTO, and CFO of our choosing.

The Offer above is Contingent on [Company Name] reaching the performance goals discussed:

Performance goal 1 - By July 2020.

Performance goal 2 -By December 2020.

I, _____, [Position] am a legal representative of L. Ipsum and Partners and am authorized to make this legally binding offer, and by making this offer, I certify that I have permission from all relevant entities, stakeholders, owners, or other decision makers on behalf of L. Ipsum and Partners to enter into this agreement.

My signature below constitutes a legally binding agreement to initiate negotiation of a **Sale and Purchase Contract** between L. Ipsum and Partners and [Company] under the terms above, and barring extreme circumstances or failure to meet targets outlined, our company will attempt with sincere diligence and good faith to close said agreement without significant delay or undue process.

Signature

Date

Name

Title

This offer will expire by [Date] if formal contract negotiations have not begun, or if performance goals are not achieved, whichever comes first. *It is recommended to include a conditional on the offer, so that it doesn't continue perpetually.*