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# Letter of Intent For Business

## Global Tech Solutions

1234 Innovation Drive

Silicon Valley, CA 95129

info@globaltechsolutions.com

(555) 321-9876

June 17, 2024

XYZ Company

789 Business Rd.

San Francisco, CA 94103

## Subject: Letter of Intent for the Acquisition of XYZ Company

Dear Mr. John Doe,

We are pleased to submit this Letter of Intent to express our interest in acquiring XYZ Company. This letter outlines the basic terms and conditions under which we would like to engage in this transaction.

### 1. Purpose

The primary purpose of this Letter of Intent is to establish a mutual understanding of the key aspects of the deal, particularly focusing on the acquisition of XYZ Company to enhance our technological capabilities and expand our market reach.

## 2. Terms

- **Valuation:** We propose a valuation of \$5 million based on a thorough financial analysis and the current market conditions.
- **Due Diligence:** We will conduct a thorough due diligence process that is expected to be completed by July 31, 2024.
- **Confidentiality:** All discussions and agreements related to this transaction will be conducted under strict confidentiality.
- **Exclusivity:** We propose an exclusivity period of 90 days, during which both parties will not engage with other parties for similar negotiations.

## 3. Timeline

We propose the following timeline for our discussions and the finalization of the deal:

- Initial Meeting: June 24, 2024
- Due Diligence Completion: July 31, 2024
- Contract Signing: August 15, 2024
- Closing Date: September 1, 2024

## 4. Legal and Regulatory Compliance

Both parties agree to comply with all applicable laws and regulations in executing the terms of this agreement.

## 5. Non-Binding Clause

This Letter of Intent does not constitute a contract or commitment to proceed with the transaction. It is merely an expression of intent to negotiate in good faith.

## 6. Next Steps

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Should you agree to the terms outlined in this Letter of Intent, the next step will be for both parties to draft a definitive agreement with the help of legal counsel, reflecting the terms agreed upon during our negotiations.

We look forward to your positive response and to working together to finalize this deal. Please feel free to contact us at (555) 321-9876 or [info@globaltechsolutions.com](mailto:info@globaltechsolutions.com) should you have any questions or need further clarification on any aspects of this letter.

Warm regards,

![Your Signature]

**Jane Smith**

**CEO**

**Global Tech Solutions**