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October 1, (date)

Dear (last Name find this SIC CODE 1711 database – owner-principals),

We would like to express our interest in discussing with you at your convenience the possibility of acquiring (company name).

We understand if you are not interested, yet we also have discussed the possibilities given what we know of your overall strategy being dedicated to the (residential/commercial) markets. Since (company name) is the residential focused company, perhaps this makes sense.

We are very serious about a possible discussion and will rely on you to determine if there is a next step. We would be interested in setting-up a meeting to discuss the possibilities, perhaps we can discuss over a casual lunch or dinner?

You can also rely on this being a private and confidential discussion and of course we would be willing to enter into a non-disclosure agreement should we move to the next level.

Please let us know if your organization has an interest in this type of discussion.

XXXX XXXXXX

Owner BUY A COMPANY