Offer Letter Templates

Here are five detailed offer letter templates covering different purchase structures for buying a business. These templates cater to various transaction types, including cash purchase, seller financing, asset purchase, partnership buyout, and lease-to-own arrangements.

Template 1: All-Cash Purchase Offer

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

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

Subject: Offer to Purchase [Business Name] – All-Cash Offer

Dear [Seller's Name],

I am writing to express my formal interest in purchasing **[Business Name]** and submitting my all-cash offer for your consideration. Based on my review of the business, I propose the following terms:

- **Purchase Price**: AED [Offer Amount]
- **Payment Terms**: The full amount will be paid in cash upon closing.
- **Due Diligence**: [Number] days to review financial statements, tax records, legal agreements, and business operations.
- **Closing Date**: Proposed within [Number] days after completion of due diligence.
- **Contingencies**: Offer is contingent upon verification of financials, lease transfer, and all necessary licenses and permits being in place.

I am confident that this transaction can be completed smoothly and efficiently. I look forward to discussing the next steps at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email].

Sincerely,
[Your Name]

Template 2: Seller Financing Offer

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

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

Subject: Offer to Purchase [Business Name] with Seller Financing

Dear [Seller's Name],

I am excited about the opportunity to acquire **[Business Name]** and appreciate the time you have taken to provide insights into its operations. To facilitate a smooth transition, I propose purchasing the business under a seller financing agreement. The offer details are as follows:

- **Total Purchase Price**: AED [Offer Amount]
- **Down Payment**: AED [Amount] upon signing the purchase agreement.
- **Seller Financing Terms**: The remaining AED [Amount] to be paid over [Number] months/years at an interest rate of [Rate]%.
- **Due Diligence**: [Number] days for reviewing financial and legal documents.
- **Contingencies**: Subject to verification of financial records, lease transfer, and seller's continued operational assistance for [Number] months.

I believe this structure provides security for both parties while ensuring a successful ownership transition. I look forward to discussing this further.

Best regards,
[Your Name]

Template 3: Asset Purchase Offer

[Your Name]
[Your Address]
[City, State, ZIP Code]

[Your Email]
[Your Phone Number]
[Date]

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

Subject: Offer to Purchase Business Assets of [Business Name]

Dear [Seller's Name],

I am interested in purchasing the assets of **[Business Name]**, and I propose the following terms for your review:

- **Assets to be Purchased**:
  - Equipment and machinery
  - Inventory
  - Customer lists and contracts
  - Intellectual property (trademarks, brand name, website)
- **Purchase Price**: AED [Offer Amount]
- **Payment Terms**: [Lump sum payment or installment structure]
- **Due Diligence Period**: [Number] days for asset valuation and legal review.
- **Closing Date**: Within [Number] days after due diligence completion.
- **Contingencies**: Offer is contingent upon a clean title for all assets, satisfactory asset condition, and transferability of contracts.

This structure allows for a smooth transition while ensuring that the critical components of the business continue operating effectively. Please let me know a convenient time to discuss.

Sincerely,
[Your Name]

Template 4: Partnership Buyout Offer

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

[Partner's Name]
[Business Name]
[Business Address]
[City, State, ZIP Code]

Subject: Offer to Buyout Partnership in [Business Name]

Dear [Partner's Name],

I hope you are doing well. I am writing to formally propose acquiring your stake in **[Business Name]**, allowing for a seamless transition while ensuring the business's continued success.

The proposed buyout terms are as follows:

- **Percentage of Ownership to Be Acquired**: [X%]
- **Purchase Price**: AED [Offer Amount]
- **Payment Structure**: [Lump sum or installment payments over X months/years]
- **Transition Period**: [Number] months for knowledge transfer and operational continuity.
- **Legal Review**: [Number] days for contract review and finalization.
- **Contingencies**: Subject to financial record verification, tax liabilities review, and agreement on non-compete clauses.

I appreciate your contributions to the business, and I believe this buyout will ensure stability for all stakeholders. Let's set up a time to discuss the next steps.

Best regards,
[Your Name]

Template 5: Lease-to-Own Offer

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

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

Subject: Offer to Acquire [Business Name] on Lease-to-Own Basis

Dear [Seller's Name],

I am highly interested in acquiring **[Business Name]** and would like to propose a **lease-to-own** arrangement. This structure allows for a gradual transition while ensuring business continuity. The key terms are as follows:

- **Lease Term**: [Number] months/years
- **Monthly Lease Payment**: AED [Amount]
- **Option to Buy**: The option to purchase the business outright at AED [Final Purchase Price] after [Number] months/years.
- **Initial Deposit**: AED [Amount] as a security deposit.
- **Due Diligence**: [Number] days to review business financials, contracts, and obligations.
- **Contingencies**: Offer is contingent on lease agreement approval, financial verification, and business performance metrics.

I believe this structure benefits both parties by allowing for a seamless ownership transfer while maintaining the business's current success. I look forward to discussing this in further detail.

Sincerely,
[Your Name]

These offer letters cover different business acquisition structures to fit various financial and operational needs. You can customize them based on the specific business and negotiation terms.