

[Your Name/Entity Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Re: Offer to Purchase Interest in [Name of Company or Asset]

Dear [Recipient Name],

I am writing to formally express my interest in acquiring your entire ownership interest in [Name of Company or Asset]. As a fellow investor in this venture, I believe that a consolidation of interests would be beneficial for the long-term strategic direction of the asset.

Based on my recent valuation and review of current financial performance, I am prepared to offer a buyout price of \$[Amount] for your [Percentage]% stake. This offer is based on the following terms:

- **Purchase Price:** \$[Amount] payable in [Cash/Wire Transfer/Other].
- **Closing Date:** Expected on or before [Date].
- **Conditions:** Subject to a formal purchase agreement and standard due diligence.

This letter is a non-binding expression of interest and serves as a starting point for our negotiation. If you are interested in discussing this proposal further, please let me know by [Date]. I am available to meet or schedule a call at your earliest convenience to discuss the details and timeline.

Thank you for your time and for our partnership to date. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]