

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address: Name
Address Line		Address Line 1
City, State Zip Code		Address Line 2
		City, State Zip Code

Re: Proposal to Buy into Business

Dear :

I have observed that {name of business} has many great options working in its favor. For example, it is in a prime location and offers high-quality merchandise at a competitive price. However, I would like to assist in making {Name of Business} even better. I am proposing to buy into {name of business} and becoming a partner. As the original entrepreneur, I insist that you be the majority shareholder, however, I feel that by combining our knowledge and experience, we can ensure that {name of business} become the top retailer in its area.

Please contact me regarding my proposal. I would love to discuss {name of business}.

Sincerely,

N A M E