

From the desk of YOUR NAME

Tel: YOUR TELEPHONE

Email: YOUR EMAIL

PRIVATE AND CONFIDENTIAL

«Title» «Forename» «Surname»

«Company_Name»

«AddressLine1»

«AddressLine2»

«AddressLine3»

«Town»

«County» «Postcode»

30th August 2021

Dear «Title» «Surname»,

Ref: «Company_Name»

Forgive me for writing to you at your registered service address, but as the contents of this letter are potentially sensitive, I thought it better to approach you this way in the first instance.

I represent a group of investors interested in your sector with a view to creating a larger business to compete with major international companies. From our research, it would appear to be a business that could have the potential to be a constituent member of this larger group, to the benefit of your existing shareholders.

We would welcome a confidential discussion in the first instance - it cannot hurt to have a chat around the subject on a 'nothing ventured, nothing gained' basis and see how it goes.

Please call, text or email me on the above to discuss further?

Yours sincerely,

YOUR SIGNATURE

NAME & SURNAME

Tel: PHONE NUMBER

Email. YOUR EMAIL

YOUR PERSONAL WEBSITE