Your Name xxxxxxxx
Company Name xxxxxxx
Address xxxxxxx
City xxxxx.

Dear xxxx,

I am very interested in purchasing your business, (Business Name xyz). If you have an interest in selling I would like to negotiate an agreement for all business assets, including fixtures, inventory, and client lists of the above mentioned business.

I am able to pay up to \_\_\_\_\_\_\_\_, which is subject to a formal contract. The following terms would also need to be included to negotiate further:

Please let me know as soon as possible if you are interested in selling under the above mentioned terms and I will make you a formal offer.

Best regards,
(xxxxxxxxxx)

[Sign here]

[Your Name, Title]