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]