

[Sender Name]
[Sender Title]
[Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

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

Re: Business Succession and Liquidity Event Planning

Dear [Recipient Name],

I am writing to formally initiate the planning process for my future transition from [Company Name]. As we look toward the long-term sustainability of the organization, it is my intention to develop a comprehensive succession plan that addresses both leadership continuity and a potential liquidity event.

My primary objectives for this process include:

- Identifying and preparing internal or external successors for key leadership roles.
- Maximizing the enterprise value of the company in preparation for a future sale, merger, or buyout.
- Ensuring a smooth transition for employees, clients, and stakeholders.
- Developing a structured timeline for my exit and the distribution of equity.

To ensure this transition is handled with the necessary financial and legal diligence, I would like to schedule a meeting to discuss the following items:

- Current business valuation and financial health assessment.
- Tax implications of various exit strategies.
- Estate planning and wealth management post-liquidity event.
- Risk management and contingency planning during the transition period.

Please let me know your availability during the week of [Date] to begin these discussions. I look forward to your professional guidance in securing the future of the company and achieving a successful liquidity event.

Sincerely,

[Signature]

[Sender Name]