

[Sender Name]
[Sender Title]
[Sender Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

Re: Transmittal of Memorandum of Understanding - Project [Project Name]

Dear [Recipient Name],

On behalf of [Sender Company Name], I am pleased to submit the enclosed Memorandum of Understanding (MOU) regarding the proposed [Merger/Acquisition] between [Sender Company Name] and [Recipient Company Name].

This document outlines the preliminary terms, conditions, and mutual intentions of both parties as discussed during our recent negotiations. It is intended to serve as a framework for the formal due diligence process and the subsequent drafting of the definitive purchase agreement.

Please review the enclosed document. If the terms are acceptable, kindly sign and return one copy to my attention by [Date]. We look forward to proceeding with the next phase of this transaction and working closely with your team to reach a successful closing.

Should you have any questions or require further clarification regarding the terms outlined in the MOU, please do not hesitate to contact me directly.

Sincerely,

[Signature]

[Sender Name]
[Sender Title]

Enclosure: Memorandum of Understanding