

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Title]
[Business Name]
[Business Address]

RE: Ownership Transition and Exit Strategy Advisory

Dear [Client Name],

This letter outlines the advisory framework for your upcoming ownership transition and business exit strategy. Our goal is to ensure a seamless transfer of leadership while maximizing the value of your enterprise.

1. Objectives

The primary focus will be to identify your personal and financial goals, evaluate the current market value of the business, and determine the most effective exit route (e.g., internal succession, third-party sale, or merger).

2. Scope of Services

- Comprehensive business valuation and financial health assessment.
- Review of operational processes and management succession planning.
- Strategic positioning to enhance attractiveness to potential buyers or successors.
- Tax implication analysis and deal structure optimization.
- Due diligence preparation and closing support.

3. Proposed Timeline

Phase 1: Discovery and Assessment (Months 1-2)

Phase 2: Strategy Development and Value Enhancement (Months 3-6)

Phase 3: Execution and Transition (Months 7+)

4. Confidentiality

All information shared during this process will be treated with the strictest confidentiality to protect the integrity of the business and its ongoing operations.

We look forward to guiding you through this significant milestone. Please contact us at your earliest convenience to schedule an initial consultation.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]