[Your Law Firm Name]

[Date]

CONFIDENTIAL: ATTORNEY – CLIENT COMMUNICATION

[Client]

[Address]

Attention: [Name], Chief Executive Officer

Re: Potential Business Transaction with [name of other company]

Dear [Mr./Ms.] \_\_\_\_\_\_\_\_\_\_\_\_:

[Introduction]

[Potential structures for a transaction]

-License Agreement?

-Supply Agreement – Supply of Goods?

Distribution Agreement – look at the markets

Joint ventures – What form?

General Partnership – Unlimited Liability

Corporation

Shareholding

Board

Officers

Limited Liability Company

Membership interests

Management Structure

Board

Member managed

Something else

Merger and/or acquisition

Also list other legal issues that you identify

Export-Import issue

FCPA

Environment

Others – look at all the topics we have covered

[Conclusion]

Very truly yours,

[Attorney]