[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]