

**DISCLOSURE LETTER FOR MERGERS AND ACQUISITIONS (M&A)**



The Disclosure Letter is commonly document used in M&A (Mergers and Acquisitions) to assist buyers with the Due Diligence Report. This document - that takes form of a letter from the Seller to the Buyer - provides the Buyer with general and specific information that will inform the decision about whether proceed with the purchase of the business. The Disclosure Letter also provides the Seller with an opportunity to update the purchaser with any changes of documents or previous information that requires updating for the business sale.

**DISCLOSURE LETTER FOR MERGERS AND ACQUISITIONS (M&A)**

*[Print on Company Letterhead or insert name and address of the Seller]*

**TO:** ..... *[insert name of Buyer]*  
..... *[insert address of the Buyer]*

**DATE:** ..... *[insert date]*

**SUBJECT:** Sale and purchase of the entire share capital or assets of .....  
*[insert name of the company]* (“the Company”)

Dear Sir or Madam,

This letter is written in reference to the sale and purchase agreement proposed to be dated with today’s date and to be entered into between ..... *[insert name of the Seller]* (“the Seller) and) ..... *[insert name of the Buyer]* (“the Buyer”), which sets out the terms of the sale of the entire share capital or the assets of the Company to the Buyer (“the Agreement”).

This letter, together with the documents listed in the index and attached to it (“the Disclosure Bundle”) is the disclosure letter referred to in the Agreement. Words and expressions defined in the Agreement shall have the same meaning when used in this letter, where the context permits.

References in this letter to the accounts of a company shall mean its audited balance sheet as at the relevant accounting date and its audited profit and loss account for the accounting period ended on that date and, in the case of a holding company, shall include also its audited consolidated balance sheet as at the relevant accounting date and its audited consolidated profit and loss account for the accounting period ended on such date including, in each case, the directors' report and notes in relation to such accounts.

References in this letter to "the Company" shall mean and include each and all of the Company and its subsidiaries, as the context may require.

The matters referred to in this letter and/or contained in the Disclosure Bundle shall constitute disclosures for the purposes of the Warranties and shall be deemed to be fairly disclosed under such Warranties.

Where a matter requires disclosure under more than one of the Warranties, no attempt has been made to duplicate information which might otherwise fall under several different paragraphs. For the avoidance of doubt the contents of each disclosure below and the contents of the Disclosure Bundle shall be deemed to be disclosed in relation to all the Warranties to which they may relate.

The disclosures contained in this letter are not to be taken as any admission by or on behalf of the Seller that all or any of the matters are required to be disclosed on a strict interpretation of the terms of the Agreement.

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**This is a sample of the Disclosure Letter for M&A.**

**To get more information about this document click here:**



**[DISCLOSURE LETTER FOR MERGERS AND ACQUISITIONS \(M&A\)](#)**

# BUSINESS CONTRACTS & AGREEMENTS TEMPLATES

## BUSINESS CONTRACTS

- Strategic Alliance Agreement
- Joint Venture Agreement
- Manufacturing Contract
- Supply Contract
- Service Provider Contract
- Consulting Services Contract

## COMMERCIAL CONTRACTS

- Exclusive Distribution Contract
- Commercial Agency Contract
- Sales Representative Agreement
- Sales Commission Contract
- Real State Agent Agreement

## LICENSE & FRANCHISE CONTRACTS

- Trademark License Agreement
- Technology Transfer Agreement
- Software License Agreement
- Franchise Contract
- Master Franchise Contract

## CONFIDENTIALITY CONTRACTS

- Confidentiality Contract between Companies
- Confidentiality Contract for Product or Business Idea
- Confidentiality Contract for Employees
- Confidentiality Contract for Consultants and Contractors

## SHAREHOLDERS & INVESTORS AGREEMENTS

- Shareholders Agreement for a New Company
- Investors Agreement
- Business Plan for Investors
- Business Proposal for Investors

## BUSINESS SALE AND PURCHASE AGREEMENTS

- Business Sale and Purchase Agreement
- Share Sale and Purchase Agreement
- Broker Agreement for the Sale of a Business
- Broker Agreement for the Sale of Shares
- Confidentiality Agreement for Selling a Business
- Disclosure Letter for Selling a Business
- Letter of Intent to Purchase a Business
- Due Diligence Report
- Due Diligence Checklist
- Legal Due Diligence

### Online Purchase

[www.globalnegotiator.com](http://www.globalnegotiator.com)

[info@globalnegotiator.com](mailto:info@globalnegotiator.com)



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