[date]

[Ref]

Strictly Private & Confidential

[insert name & address]

Dear [insert name of Managing Director]

**CORPORATE FINANCE ADVICE FOR MANAGEMENT TEAMS**

I would like to introduce my firm, *[insert name of firm]*. We are the local appointed representative of The Corporate Finance Network, an organisation whose members specialise in corporate finance transactions for SMEs, including MBOs, MBIs and fundraising. We regularly assist management teams of large groups, who wish to purchase their company as a management buyout. We are also registered auditors and business advisors to owner-managed businesses.

From our research, we have identified that your holding company may be open to receiving an offer from you, so if you believe your company could operate more effectively as a stand-alone entity, run under your management, I’d be delighted to speak with you to explain further how we may be able to help. Through our membership of The Corporate Finance Network, we have access to resources and skills akin to the large national firms of accountants, however due to our flexibility, location and size, we can offer our advice at a much more realistic cost to smaller companies.

Please give me a call on *[insert number]* or email *[insert email]* to set up a convenient time to discuss your objectives.

If this isn’t a possibility in the short to medium term, then please accept my apologies for troubling you.

Kind regards.

Yours sincerely,

[Name of partner]