

Dear Seller,

We greatly appreciate the opportunity to market your property/business. Please be assured that we will work towards providing you with excellent service and make this process as smooth and confidential as possible. We are able to provide the assistance needed by the buyer and seller all the way from identification/listing of the business to the final acquisition/transfer of the business.

In order to effectively market your property/business, I will need the following from you as and when available:

- Business Information form
- Corporation documents
- Corporate resolutions
- Tax ID number
- Good Standing Certificate
- Copy of existing leases if applicable
- Financial Statements – Yearly P&L and weekly sales
- Tax returns – 3 years if possible
- Sales Tax returns
- Check Register from Quick Books(if applicable)
- Copy of Franchise agreements (if applicable)
- List of all assets
- Any other documentation that may be of value to the buyer

Looking forward to working with you.

Sincerely,

Chitra Gupta
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