



2026 LOI READINESS CHECKLIST

This checklist highlights the essential steps buyers should take to prepare for submitting a Letter of Intent, including financial readiness, team coordination, buyer positioning, and internal process planning. It is designed to help ensure you are fully prepared before initiating LOI negotiations.

New Year, New Deal

Equip yourself with the essential steps required to be fully ready for a confident and strategic LOI submission.



1. Financial & Capital Readiness

- Confirm committed capital, lender relationships, and fundable structures
- Pre-approved QoE provider lined up (or limited scope QoE provider if a full QoE would be disproportionately expensive)
- Internal investment committee parameters set, if applicable



2. Deal Team Preparedness

- Legal counsel locked in and briefed for fast-turn drafting
- Make contacts with other potential diligence team members to allow for scalability if needed (accounting, HR, tech, environmental)
- Defined roles and communication map for the deal team



3. Buyer Identity Package

- Create or update buyer profile deck (strategy, track record, value creation thesis)
- Develop a standard LOI template with placeholders
- Create explanation for proof of funds and/or financial capability summary





4. Industry & Target-Specific Prep

- Update or create sector, size, and geography thesis and comparables for your search (i.e., your deal box)
- Create your January outreach strategy
- Research in advance any known regulatory or licensing issues



5. Internal Process & Timelines

- Map out any January submission windows
- Internal calendar blocks for review and execution



6. Prepare for Internal Next Steps After Submission

- Create a diligence kickoff plan
- PSA drafting schedule
- Create communications for timeline expectations to share with deal team

The Art of NDAs, Initial Discussions, and LOIs



Initial discussions in M&A transactions play a pivotal role in setting the tone for the entire process, and should ultimately manifest in a signed Letter of Intent. They enable both parties to begin to align their expectations, understand each other's strategic objectives, and build a foundation for trust and cooperation.

Practical Solutions for Complex Matters

Doida Crow Legal is a preeminent corporate boutique law firm that represents buyers and sellers in M&A transactions. We problem-solve instead of merely identifying roadblocks. This makes us uniquely qualified to assist you with M&A transactions of various structures involving any form of consideration.

Our team has worked on merger and acquisition transactions with aggregate deal values ranging from half a million to several hundred million dollars. Our typical M&A transaction is \$1M or more for buy-side engagements and \$5M – \$100M for sell-side engagements.

We assist clients in all aspects of M&A, including preparation and review of due diligence materials, preparation and negotiation of the pertinent agreements, post-closing issues and other related matters. We work closely with your entire team, including investment bankers, business brokers, tax advisors, in-house counsel and financial advisors.

Contact Doida Crow Legal

We're the team that Colorado owners and entrepreneurs trust when it comes to guiding your business in the right direction. Let us do the same for you. Our collaborative, thoughtful lawyers provide cost-effective, practical solutions across a wide range of industries. [Click here to meet our team.](#)

If you're considering buyer or selling a business, we'd love to help. We can provide you with a complete range of corporate legal services to help you achieve your goals. Email us at info@doidacrow.com or call 720-306-1001 to set up a free consultation with one of our team members.