

Merger Announcement Letter

Dear [Recipient Name],

We are delighted to inform you that [Your Company Name] and [Other Company Name] have reached a merger agreement. As of [Effective Date], the two companies will merge and operate under the name [New Company Name]. The merger is the result of several months of negotiations between our two companies and we believe that it will be beneficial for all parties involved.

[New Company Name] will be a stronger, more diverse company with increased resources, which will allow us to serve our customers better. We believe that the combined expertise of both companies will enable us to offer more innovative solutions to meet the evolving needs of our customers.

We assure you that there will be no immediate changes in the way we do business. Our products, services, and customer support will remain unchanged. We will continue to operate from our current locations and there will be no layoffs as a result of this merger.

The management team of [New Company Name] will comprise of executives from both companies, and we are confident that the team will provide effective leadership and drive the success of the new organization.

We would like to take this opportunity to thank our customers, suppliers, employees, and shareholders for their support over the years. We look forward to the opportunities that this merger will provide and are committed to delivering value to all our stakeholders.

If you have any questions or concerns, please do not hesitate to contact us. We will keep you informed of any further developments.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]