

Preliminary Merger Announcement Letter

Subject: Preliminary Merger Notification

Dear [Recipient Name],

We would like to inform you of our intent to merge [Company A] and [Company B]. While the merger process is still in progress, we wanted to ensure you are aware of this upcoming change.

Further details and official communications will follow once all approvals are finalized. We appreciate your understanding and support during this period.

Best regards,

[Your Name]

[Title]

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