[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: WE ARE PLEASED TO ANNOUNCE OUR NEW ACQUISITION**

Dear [CONTACT NAME],

[YOUR COMPANY NAME] is pleased to announce it has recently acquired all the assets of [NEW ACQUISITION], a leading [TYPE OF BUSINESS] of [TYPE OF PRODUCTS/SERVICES].

For the past [NUMBER] years, our company mission has been to become the foremost [SPECIFY]. Our acquisition of [NEW ACQUISITION] brings us nearer to reaching this goal.

As you may know, [YOUR COMPANY NAME] has already been involved in [SPECIFY]. Now not only will the acquisition reduce our pricing on [SPECIFY] components, but [NEW ACQUISITION] will begin offering our [PRODUCTS or SERVICES] to their existing customers.

If you have any questions or comments, please contact me or your sales representative.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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