[DATE]

Contact Name

Address

Address2

Town/City

County/Province

Postal Code

**RE: BUSINESS MERGER ANNOUNCEMENT/ [COMPANY] AND [PARTNER] HAVE MERGED**

Dear [CONTACT NAME],

[COMPANY] is delighted to announce that we have entered into a merger agreement with [PARTNER], a leading provider of [SPECIFY PRODUCT/SERVICE].

This merger with [PARTNER], based in [COUNTRY], will strengthen our position in the [SPECIFY] market. The combination of [PARTNER]’s [SPECIFY STRENGTH] with our [SPECIFY] will give our customers [SPECIFY]. We expect our partnership to bring greater customer service and increase our market share.

[COMPANY] will use [PARTNER]’s existing [SPECIFY INFRASTRUCTURE OR BRAND RECOGNITION]/ will leverage [PARTNER]’s [SPECIFY] to provide [SPECIFY].

As with all crucial decisions, we will continue to work closely with our customers, partners and employees to make the integration process for this merger as smooth as possible. [COMPANY] is now [SPECIFY ONGOING STRUCTURAL CHANGES/INTEGRATION ELEMENTS]. The merging of both companies will take place over the next [SPECIFY TIME FRAME]. Please be assured that in the meantime, our customers will continue to receive the same high standard [SPECIFY PRODUCTS/SERVICE], which they have now come to expect from us.

[PARTNER], which will continue to operate under that name/ will be changed to [SPECIFY], is now a wholly-owned part of [COMPANY]/ is now [SPECIFY RELATIONSHIP].

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]