

Business Merger Notification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Regulatory Body Name]

[Regulatory Body Address]

[City, State, Zip Code]

Dear [Regulatory Body Contact/Title],

We are writing to formally notify you of the proposed merger between [Company A Name] and [Company B Name] which is anticipated to be completed on [Expected Date of Merger]. This merger is intended to enhance our operational efficiency and improve service delivery.

The resulting entity will operate under the name [New Company Name], with a focus on [briefly describe the main goals/benefits of the merger]. We believe this merger will greatly benefit stakeholders, including customers, employees, and the economy.

We understand our obligations to adhere to all regulatory requirements and are committed to ensuring full compliance during this process. We have enclosed all necessary documentation for your review, including [list any relevant documents, e.g., merger agreement, financial statements, etc.].

Please do not hesitate to contact us should you require further information or clarification regarding this merger. We appreciate your attention to this matter and look forward to your guidance and support.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]