

Stakeholder Merger/Acquisition Progress Report

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name] [Your Position] [Your Company]

Subject: Progress Update on Merger/Acquisition

Dear [Stakeholder Name],

I hope this message finds you well. I would like to take this opportunity to update you on the progress of the ongoing merger/acquisition between [Company A] and [Company B].

1. Current Status

As of today, we have successfully completed the following milestones:

- [Milestone 1: Description]
- [Milestone 2: Description]
- [Milestone 3: Description]

2. Key Developments

Please find below some key developments:

- [Development 1: Description]
- [Development 2: Description]
- [Development 3: Description]

3. Next Steps

Looking ahead, we anticipate the following next steps:

- [Next Step 1: Description]
- [Next Step 2: Description]
- [Next Step 3: Description]

4. Questions and Feedback

We encourage you to reach out with any questions or feedback regarding the merger/acquisition process.

Thank you for your continued support as we navigate through this important transition.

Sincerely,

[Your Name] [Your Position] [Your Company] [Contact Information]