

Letter to Stakeholders

Dear Stakeholders,

We are excited to announce the upcoming merger/acquisition between **Company A** and **Company B**. Below is an overview of the key milestones in the timeline for this transition:

Timeline Overview

- **Date 1:** Initial Announcement of Merger/Acquisition
- **Date 2:** Regulatory Approval Process Begins
- **Date 3:** Stakeholder Meetings and Q&A Sessions
- **Date 4:** Completion of Due Diligence
- **Date 5:** Final Approval from Board of Directors
- **Date 6:** Closing of the Merger/Acquisition
- **Date 7:** Integration Phase Begins
- **Date 8:** Official Launch of the New Entity

We are committed to maintaining transparency throughout this process and will keep you updated at each step. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

Your Name

Your Position

Company A/Company B