

Announcement of Corporate Merger

Date: [Insert Date]

Dear Valued Vendor,

We are excited to announce that [Company A] and [Company B] will be merging to form a new entity, [New Company Name], effective [Effective Date]. This merger will allow us to enhance our service offerings and strengthen our market position.

We believe this strategic partnership will provide greater opportunities for collaboration and growth. As a valued vendor, we want to ensure you that this transition will be seamless, and we remain committed to maintaining our strong relationship with you.

Please feel free to reach out to your regular contact or email us at [Contact Email] should you have any questions or require further information.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[New Company Name]

[Contact Information]