

Subject: M&A Integration Planning

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

As we move forward with the integration of [Company A] and [Company B], it is imperative that we establish a structured plan to ensure a smooth transition and the realization of our strategic objectives.

Integration Objectives

- Streamline organizational structure
- Align company cultures
- Maximize operational efficiencies
- Enhance customer experience

Key Areas of Focus

1. Management Alignment
2. Communication Strategy
3. Human Resources Integration
4. Operational Synergies
5. Financial Consolidation

We need to schedule a meeting to discuss the detailed integration plan and assign responsibilities to key team members. Please share your availability for next week so we can coordinate.

Thank you for your collaboration in this critical phase of our merger.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]