[Your Name]

[Your Title]

[Your Company]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent discussions regarding the potential merger and acquisition opportunities we explored together.

As you know, our analysis indicates significant strategic benefits for both parties, and we are eager to assist you in navigating the next steps of this process. We believe that with our expertise, we can create a robust framework that aligns with your objectives.

Please let me know if you have any further questions or if you would like to schedule a time to discuss this in more detail. We are ready to move forward at your convenience.

Thank you for considering our advisory services, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]