

Merger Reminder for Board Members

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

Subject: Reminder of Upcoming Merger Meeting

Dear Board Members,

I hope this message finds you well. As we approach the scheduled meeting to discuss our upcoming merger with [Company Name], I wanted to send a reminder to ensure that all members are prepared for the discussions ahead.

The meeting is set for [Insert Date and Time] at [Insert Location/Platform]. During this meeting, we will cover:

- Review of the merger terms
- Benefits and strategic alignment
- Potential challenges and resolutions
- Next steps and timeline

Please review the preliminary documents attached and come prepared with any questions or points for discussion.

Thank you for your attention to this important matter. I look forward to our meeting and the exciting opportunities that lie ahead.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]