

# Dear [Stakeholder's Name],

We are excited to announce the merger between [Company A] and [Company B], which will create a robust organization poised for future growth and success. As we begin this integration process, we recognize the importance of keeping our stakeholders informed and engaged.

Your insights and contributions are vital to ensuring a smooth transition and maintaining our commitment to excellence. We invite you to participate in the upcoming stakeholder engagement meetings, where we will discuss key integration strategies, address potential concerns, and explore opportunities for collaboration.

Please mark your calendar for the first meeting scheduled for [Date] at [Location/Platform]. Your participation is crucial, and we look forward to your valuable input.

If you have any questions or would like to discuss this further, please do not hesitate to reach out to me directly at [Your Email] or [Your Phone Number].

Thank you for your continued support during this exciting time.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Information]