

Important Announcement to Our Valued Suppliers

Date: [Insert Date]

Dear [Supplier's Name],

We are excited to share important news regarding our company. As of [Insert Effective Date], [Your Company Name] has entered into a merger with [Merger Partner's Name]. This strategic partnership aims to enhance our capabilities, expand our market reach, and ultimately provide greater value to our suppliers and customers.

We want to assure you that this merger will allow us to serve you better. [Briefly explain any specific changes to supplier relationships, processes, or contacts]. Our commitment to quality and service will remain steadfast during this transition.

We appreciate your continued support and partnership throughout this process. Should you have any questions or require further information, please feel free to contact us at [Insert Contact Information].

Thank you for being a valued partner.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]