

# Supplier Partnership Merger Review

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

**Dear [Supplier Contact Name],**

We are writing to formally acknowledge the upcoming merger between [Your Company Name] and [Other Company/Partner Name]. As we review this partnership, we want to ensure that our collaboration remains strong and beneficial for both parties.

We value our relationship with [Supplier Name] and are committed to maintaining open lines of communication throughout this process. We would appreciate the opportunity to discuss the implications of this merger on our current operations and explore ways to enhance our partnership.

Please let us know your availability for a meeting at your earliest convenience. We look forward to your response and to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]