

# Vendor Merger Risk Mitigation

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Contact Name],

We hope this message finds you well. As you are aware, the recent merger between [Merging Companies' Names] has raised some concerns regarding our ongoing partnership. We value our relationship and want to ensure that we effectively address any potential risks this merger might pose to our operations.

To mitigate any risks associated with this merger, we propose the following action items:

- Regular updates on integration progress to assess potential impacts on service delivery.
- Establishment of a joint task force to address immediate concerns and maintain open communication.
- Review and adjustment of existing service level agreements as necessary.
- Conducting a risk assessment workshop to identify and manage specific risks encountered during the transition.

We believe that by taking these proactive steps, we can ensure a smooth transition and a more robust partnership moving forward. Please let us know a convenient time for us to discuss this further.

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]