

# Merger Agreement Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to formally notify you that [Your Company Name] and [Other Company Name] have entered into a merger agreement effective as of [Effective Date]. This strategic decision aims to enhance our competitive edge and create greater value for our stakeholders.

As part of this merger, we are committed to ensuring a smooth transition and maintaining open lines of communication throughout the process. We believe that this merger will lead to new opportunities and growth for both companies.

If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your understanding and support during this significant time.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]