

Merger Notification

Date: [Insert Date]

[Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Authority Name],

We are writing to notify you of a proposed merger between [Company A Name], located at [Company A Address], and [Company B Name], located at [Company B Address]. The merger is anticipated to be completed on or about [Proposed Completion Date].

This merger aims to [briefly describe the purpose of the merger, e.g., enhance competitive capabilities, expand product offerings, etc.]. We believe this will ultimately benefit our customers, employees, and increase our overall contributions to the community.

As required by law, we wish to provide you with the necessary information regarding this transaction. Please find attached the relevant documentation, including:

- Merger Agreement
- Financial Statements of both companies
- Market Analysis Report

We are committed to complying with all regulatory requirements and are happy to provide any further information that might be needed during your review.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Company A Name]

[Company A Contact Information]