

[Sender Name]
[Sender Title]
[Legacy Agency Name]
[Address]
[City, State, Zip]
[Email]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Production Company/Studio Name]
[Address]
[City, State, Zip]

RE: Transition of Representation and Formal Merger Notification

Dear [Recipient Name],

We are writing to formally announce that effective [Date], [Legacy Agency A] and [Legacy Agency B] have officially merged to form [New Agency Name]. This strategic consolidation brings together our respective expertise in entertainment law, talent representation, and intellectual property litigation to better serve our clients and industry partners.

Please be advised that all existing contracts, active negotiations, and representation agreements previously held under [Legacy Agency Name] have been assigned to [New Agency Name]. This transition will not affect the terms of our current engagements or the dedicated legal team assigned to your accounts.

As part of this merger, please note the following administrative updates:

- **Correspondence:** Please update your records to reflect our new office address: [New Address].
- **Accounting/Payments:** All future wire transfers and checks should be made payable to [New Agency Name]. Updated W-9 forms and banking instructions are attached.
- **Email:** Our team members can now be reached at [Initial.Lastname]@[NewAgencyDomain].com. Previous email addresses will remain active for a transition period of [Number] days.

Our commitment to providing premier legal counsel in the entertainment sector remains our highest priority. We look forward to continuing our professional relationship under this new banner. If you have any questions regarding pending matters or billing adjustments, please contact [Contact Person Name] at [Phone Number].

Sincerely,

[Signature]

[Sender Name]
Partner / Managing Director
[New Agency Name]