[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Important Announcement: [Company A] and [Company B] are Merging

Dear [Client/Partner/Employee Name],

We are excited to announce that [Company A] has officially merged with [Company B], effective [Date]. This transition marks a significant milestone in our history, bringing together two organizations with a shared commitment to excellence and innovation.

Our goal in this merger is to provide you with an even higher level of service. By combining our resources, expertise, and technologies, we will be able to offer a broader range of solutions and improved support to meet your needs.

What this means for you:

- **Service Continuity:** Your current contracts and agreements remain in effect.
- **Main Contacts:** You will continue to work with your existing representatives unless notified otherwise.
- **Expanded Capabilities:** You will soon have access to new products and services previously offered by [Company B/Company A].

Over the coming weeks, you may notice changes to our branding, including our logo and website. We are working diligently to ensure a seamless transition and will keep you updated on any administrative changes, such as new billing addresses or email formats.

We value your partnership and look forward to this new chapter together. If you have any questions regarding this transition, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your continued trust and support.

Sincerely,

[Your Name]
[Your Title]
[Company Name]