[Date]

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

Dear [Recipient Name],

We are excited to announce that [Company A] and [Company B] have officially joined forces. As we begin this next chapter together, we want to formally welcome you to our newly combined organization: [New Company Name].

This merger represents a significant milestone. By uniting our expertise and resources, we are positioned to provide even greater value, innovation, and service to our clients and partners. While our name may be changing, our commitment to excellence remains our top priority.

What this means for you:

- **Continued Support:** Your primary points of contact will remain the same during this transition.
- **Enhanced Services:** You will soon have access to a broader range of products and expanded capabilities.
- **Unified Vision:** We are working diligently to integrate our systems to ensure a seamless experience for you.

We invite you to visit our new website at [Website URL] to learn more about our shared vision and upcoming developments. We will keep you updated as we reach new milestones in this integration process.

Thank you for your continued trust and partnership. We look forward to achieving great things together in this next chapter.

Sincerely,

[Sender Name]
[Title]
[New Company Name]