[Date]

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

Subject: Important Announcement Regarding [Company Name]'s Parent Company

Dear [Recipient Name],

We are writing to formally notify you that as of [Effective Date], [Company Name] has been acquired by and is now a subsidiary of [Parent Company Name].

This transition marks an exciting new chapter for our organization. By joining [Parent Company Name], we will gain access to additional resources and expertise that will allow us to better serve our [clients/customers/partners].

Please be assured that this change will not affect our daily operations. Your primary points of contact, current contracts, and existing service agreements remain unchanged. Our commitment to providing high-quality service continues to be our top priority.

Over the coming weeks, you may notice [Parent Company Name] branding appearing alongside our own on invoices and official correspondence. Any updates regarding payment processes or administrative changes will be communicated to you well in advance.

Thank you for your continued support and partnership. If you have any questions regarding this transition, please do not hesitate to contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

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