

[Your Institution Name]  
[Your Department/Office]  
[Street Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title/Position]  
[Recipient Organization Name]  
[Street Address]  
[City, State, Zip Code]

**RE: Submission of Official Merger Documentation - [Name of Institution A] and [Name of Institution B]**

Dear [Recipient Name],

On behalf of [Institution Name], I am formally submitting the enclosed documentation regarding the proposed institutional merger between [Institution A] and [Institution B].

The attached file includes the following legal and administrative records for your review:

- Executed Agreement and Plan of Merger
- Certified Board Resolutions from both participating institutions
- Updated Articles of Incorporation and Bylaws
- Financial Audit Reports and Pro Forma Financial Statements
- Regulatory Compliance and Accreditation Approvals

These documents provide a comprehensive overview of the strategic rationale, governance structure, and operational integration plan for the newly formed entity, [New Institution Name, if applicable]. We have ensured that all materials comply with the requirements set forth by [Regulatory Body/Governing Agency].

We look forward to your acknowledgment of receipt and are available to provide any additional information or clarification necessary to facilitate the review process. Please contact [Contact Person Name] at [Phone Number] or [Email Address] for any immediate inquiries.

Sincerely,

[Signature]

[Your Printed Name]  
[Your Title]  
[Your Institution Name]