

[Date]

[Client Contact Name]
[Client Job Title]
[Client Company Name]
[Client Address]

Subject: Important update regarding our recent merger

Dear [Client Contact Name],

I am writing to formally announce that [Company A] and [Company B] have officially completed our merger, now operating as [New Company Name].

I want to personally assure you that throughout this transition, my role as your Key Account Manager remains unchanged. Your business remains our top priority, and you will continue to receive the same high level of service and dedication you have come to expect.

What this means for you:

- **Point of Contact:** I will continue to be your primary point of contact for all account-related matters.
- **Contracts and Agreements:** All existing contracts, pricing, and service agreements remain fully in effect.
- **Enhanced Capabilities:** Moving forward, this merger will allow us to provide you with a broader range of products, expanded resources, and increased innovation.

We are currently integrating our systems to ensure a seamless experience. My new email address is [New Email Address], though my previous address will continue to forward messages for the time being. My phone number remains [Phone Number].

I would welcome the opportunity to schedule a brief call next week to discuss how these new resources can specifically benefit your upcoming projects and to answer any questions you may have.

Thank you for your continued partnership and trust.

Best regards,

[Your Name]
Key Account Manager
[New Company Name]