

[Date]

[Policyholder Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Subject: Important Notice Regarding Your Insurance Policy - Merger Announcement

Dear [Policyholder Name],

We are writing to officially inform you that [Current Insurance Company Name] has entered into a merger agreement with [Acquiring/Partner Company Name]. Effective [Effective Date], the two companies will operate as a single entity under the name [New Company Name].

How this affects your policy:

- **Coverage:** Your current insurance coverage, policy terms, and conditions remain unchanged.
- **Premiums:** Your premium rates and payment schedules will not change as a result of this merger.
- **Policy Number:** Your existing policy number will remain the same until further notice.

What you need to do:

No action is required on your part. You may continue to use your current insurance ID cards and contact your existing agent for any service needs. Any future correspondence, including renewal notices and billing statements, will soon reflect our new company name and branding.

Our commitment to providing you with excellent service remains our top priority. We are excited about this transition and the enhanced resources we will be able to offer you as a larger, combined organization.

If you have any questions regarding this announcement, please visit our website at [Website URL] or call our customer service team at [Phone Number].

Thank you for your continued trust and loyalty.

Sincerely,

[Name/Signature]

[Title]

[Company Name]