

Date: [Insert Date]

Subject: Important Notice: [Company A] is now part of [Company B]

Dear Valued Customer,

We are writing to officially inform you that **[Former Company Name]** has successfully merged with **[New Company Name]**. Effective **[Date]**, your utility services will be managed by our combined organization.

Our goal is to make this transition as seamless as possible for you. Please take note of the following important information regarding your account:

- **Account Number:** [Your account number remains the same / Your new account number is: _____].
- **Service Continuity:** There will be no interruption to your [Electricity/Water/Gas] service during this transition.
- **Billing and Payments:** Starting on [Date], your bills will feature the [New Company Name] logo. If you use auto-pay through your bank, please update the payee name to [New Company Name].
- **Contact Information:** For customer support or to report an emergency, please use our new website at [Website URL] or call [Phone Number].

By joining forces, we are committed to providing you with enhanced reliability, improved digital tools, and more sustainable energy solutions. We value your business and look forward to serving you as [New Company Name].

Sincerely,

The Management Team
[New Company Name]