

# Mergers & Acquisitions Communication Strategy Template

## 1. Objectives

## 2. Key Messages

## 3. Stakeholder Analysis

Stakeholder Group	Concerns	Communication Needs

## 4. Communication Channels

Channel	Purpose	Frequency

## 5. Timeline

Date	Milestone / Activity	Audience	Owner

## 6. Frequently Asked Questions (FAQ)

Question	Answer

## 7. Feedback Mechanism

## 8. Risks & Mitigation Plan

Risk	Mitigation

