

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Business Name Change Confirmation

Dear [Recipient's Name],

We are writing to formally notify you that [Old Business Name] has officially changed its name to [New Business Name]. This change is effective as of [Effective Date].

Please be assured that all contracts and agreements will continue to be honored under the new business name, and all existing relationships will remain intact.

Our contact details, including address and phone numbers, will remain the same. We appreciate your continued partnership and support during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[New Business Name]

[Contact Information]

[Website, if applicable]