

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Announcement of Business Name Change

We are excited to inform you that effective [Effective Date], [Old Business Name] will be changing its name to [New Business Name].

This change reflects our commitment to [state reason for renaming, e.g., better align with our vision, reflect our expanding services, etc.].

Please rest assured that our team remains dedicated to providing you with the same high-quality products and services you have come to expect from us.

All other aspects of our business will remain the same, including our [mention any unchanged details, e.g., address, phone number, website, etc.].

We sincerely appreciate your continued support and look forward to serving you under our new name.

If you have any questions or need further information, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]