

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that effective [Effective Date], [Old Company Name] will be changing its corporate name to [New Company Name]. This change is part of our ongoing efforts to better reflect our mission and values.

Please note that our corporate structure, management team, and contact details will remain unchanged. All existing contracts and agreements will continue to be honored under the new name.

We appreciate your support and understanding during this transition and look forward to continuing our successful partnership. Should you have any questions or require further information, please feel free to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[New Company Name]

[Contact Information]