

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Company Name Change

We are writing to formally inform you that, effective [Effective Date], our company name will be changing from [Old Company Name] to [New Company Name].

This change reflects our commitment to [brief reason for the name change, e.g., a new direction, expansion of services, etc.]. Please note that our business structure, management, and contact information will remain the same.

You can continue to reach us at our existing phone number and email address. However, all future correspondence should be addressed to [New Company Name].

We appreciate your understanding and continued support as we make this transition. If you have any questions, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[New Company Name]

[Your Phone Number]

[Your Email Address]