

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce that [Current Company Name] will be changing its name to [New Company Name], effective [Date of Name Change]. This change reflects [reason for the name change, e.g., a new vision, expanded services, etc.].

Please be assured that this name change will not affect our operations, and we will continue to provide the same high-quality products/services you have come to expect from us. Our commitment to our valued clients remains our top priority.

All email addresses, websites, and social media handles will be updated to reflect the new name. You will find our new contact information as follows:

- Website: [New Website URL]

- Email: [New Email Format]

We appreciate your continued support and look forward to serving you under our new name. Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[New Company Name]

[Your Contact Information]