

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Business Name Conversion

I hope this letter finds you well. I am writing to officially request the conversion of our business name from [Current Business Name] to [New Business Name]. This change reflects our evolving brand and strategic direction.

We have conducted the necessary research and believe that the new name will better align with our vision and goals. The proposed name has been checked for availability, and we are prepared to comply with all regulatory requirements associated with this transition.

Please let us know the next steps, forms, or documentation required to facilitate this process. We appreciate your assistance and are eager to move forward with the conversion.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]