

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of an important update regarding our company. As of [Effective Date], we will be changing our company name from [Old Company Name] to [New Company Name].

This change reflects our growth and evolution in the industry. Please note that our operations, ownership, and commitment to providing quality services will remain the same.

We kindly request that you update your records accordingly. If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]