

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you that we have changed the name of our business from [Old Business Name] to [New Business Name], effective [Effective Date].

All other aspects of our business, including our services and contact information, remain unchanged. We appreciate your support and understanding during this transition.

Please update your records accordingly. Should you have any questions or require further information, feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]