

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Announcement of Company Name Transition

1. ****Introduction****

- Briefly introduce the purpose of the letter.

2. ****Current Company Name****

- State the current name of the company.

3. ****New Company Name****

- Announce the new name that will be adopted.

- Explain the reason for the change (e.g., rebranding, expansion, etc.).

4. ****Effective Date****

- Provide the date when the name change will take effect.

5. ****Impact on Services****

- Reassure recipients that services/products will remain the same or improve.

6. ****Contact Information****

- Include contact details for questions or concerns.

7. ****Closing****

- Express gratitude for their continued support.

- Encourage feedback.

Sincerely,

[Your Name]

[Your Title]

[Company Name] (New Name)

[Contact Information]