

[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],

Subject: Request for Business Name Revision

I hope this message finds you well.

I am writing to formally request a revision of our business name from  
[Current Business Name] to [Proposed Business Name]. This change reflects  
[brief explanation of reason for revision].

We believe that this new name will better align with our vision and  
mission, enhancing our brand identity and market presence.

Please let us know the necessary steps to initiate this revision and if  
you require any additional information.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]