

[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 Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of a change to our business name. Effective [effective date], [Old Business Name] will be transitioning to [New Business Name].

This change reflects our [reason for name change, e.g., expansion, rebranding, etc.], and we believe it will better represent our commitment to [mission/vision].

Please note that this modification will not affect our existing contracts, agreements, or service quality. All other contact information remains the same.

We appreciate your support during this transition and look forward to our continued partnership.

Thank you for your attention to this matter.

Sincerely,

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