

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your 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. We are writing to inform you that effective [effective date], [Your Company Name] will be changing its name to [New Company Name]. This change is part of our efforts to better reflect our mission and the services we provide.

Please note that our contact information, including phone numbers and email addresses, will remain unchanged. Additionally, our commitment to providing you with the highest quality of service will not be affected.

We appreciate your continued support and look forward to your understanding during this transition. Should you have any questions, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

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