

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Business Name Adjustment

We hope this message finds you well. We are writing to formally notify you that we have made an adjustment to our business name. Effective [Effective Date], our business will be known as [New Business Name].

This change is part of our ongoing efforts to better serve our clients and reflect our evolving identity. Please note that all other aspects of our business operations, including our services, contact information, and management team, will remain the same.

We appreciate your continued support and understanding during this transition. Should you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information]. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]