

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Company Name Update Notification

We hope this message finds you well. We are writing to officially inform you that [Old Company Name] has undergone a name change and will now be known as [New Company Name], effective [Effective Date].

Please rest assured that this change will not affect our services or your account with us. All contracts, agreements, and commitments are still valid under the new name. We appreciate your support and understanding during this transition and look forward to continuing our successful partnership.

For any further inquiries, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[New Company Name]

[Contact Information]