

[Your Name]
[Your Position]
[Your Company Name]
[Your 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 letter finds you well. I am writing to formally notify you of a change in the name of our business. Effective [effective date], [Old Business Name] will be doing business as [New Business Name].

This change reflects our commitment to [reason for change, e.g., better alignment with our services, expansion, rebranding, etc.]. All existing agreements and contracts will remain in effect, and there will be no disruption to the services we provide.

Please update your records accordingly. If you have any questions or need further information, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]