

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you that [Your Company Name] will be changing its name to [New Company Name], effective [Effective Date].

This change is part of our ongoing efforts to enhance our brand identity and better reflect our commitment to providing outstanding services/products to our valued clients.

Please be assured that this name change will not affect our current contracts or the services we provide. All contact information, including our phone number and email addresses, will remain the same.

We appreciate your understanding and continued support as we make this transition. If you have any questions regarding this change, please feel free to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

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