

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you that [Old Company Name] has changed its name to [New Company Name], effective [Effective Date].

This name change is part of our commitment to better serve our customers and reflect our evolving business. Please note that our address, phone number, and other contact details remain unchanged.

We appreciate your continued support and understanding during this transition. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Old Company Name / New Company Name]

[Contact Information]