

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of an important update regarding our business. Effective [Effective Date], [Your Company Name] will be changing its name to [New Company Name]. This change reflects our [reason for the name change, e.g., growth, rebranding, new focus, etc.], and we believe it will enhance our ability to serve our clients and partners better.

Please note that all existing contracts and agreements will remain valid under the new name, and our business structure will not be changing. You can continue to reach us at the same address, email, and phone number. We value your partnership and look forward to continuing our successful relationship under our new name. Should you have any questions or need further information, please do not hesitate to contact me.

Thank you for your understanding and support.

Best regards,

[Your Name]
[Your Position]
[New Company Name]