

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce that as of [Effective Date], our company will be changing its name from [Old Company Name] to [New Company Name]. This change reflects our commitment to [reason for renaming, e.g., expanding our mission, rebranding, etc.].

Please rest assured that our [products/services] will remain the same, and you will continue to receive the same high level of service and quality you have come to expect from us. Our new name will enhance our ability to [mention any benefits to the recipient, e.g., innovate, serve, etc.], and we look forward to embarking on this new chapter with you.

We will update our online presence, including our website and social media profiles, to reflect our new name. Our contact information, including our phone number and email addresses, will remain unchanged. Thank you for your continued support during this transition. Should you have any questions, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Title]

[New Company Name]

[Phone Number]

[Email Address]