

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

Dear [Recipient Name],

Subject: Notification of Name Change

I hope this message finds you well. I am writing to inform you that [old name] will now be known as [new name], effective [date of change]. This change applies to all documents, communications, and business transactions moving forward.

Please update your records accordingly. If you have any questions or require further information, feel free to reach out via email or phone.

Thank you for your attention to this matter.

Sincerely,

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