

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well.

We are writing to inform you that, effective [Effective Date], our company will be changing its business name from [Old Business Name] to [New Business Name]. This change reflects our commitment to [brief statement about the reason for the change, e.g., "better align our brand with our evolving services."]

Please note that our business structure, management, and contact information will remain the same. You can still reach us at the same phone number and email address.

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[New Business Name]

[Phone Number]

[Email Address]