

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce that effective [Effective Date], [Old Company Name] will be changing its name to [New Company Name]. This change reflects our commitment to [briefly explain the reason for the name change or any rebranding efforts].

While our name is changing, our commitment to delivering [mention core services or products] and serving you with the same level of excellence remains unwavering.

Please update your records to reflect our new company name. Our contact information, including our phone number and website, will remain the same:

- Phone: [Phone Number]

- Website: [Website URL]

We appreciate your continued support and look forward to serving you under our new name!

Sincerely,

[Your Name]

[Your Position]

[New Company Name]

[Contact Information]