

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Company Name Change

We are writing to inform you that effective [Effective Date], [Old Company Name] will be changing its name to [New Company Name]. This change is part of our strategy to better align our brand with our mission and growth initiatives.

Please note that our legal structure, management team, and business operations will remain unchanged. You will still receive the same high-quality products and services from us, along with improved customer experiences.

We kindly ask you to update your records to reflect our new name and continue to direct all correspondence to the address listed above.

Thank you for your continued support and understanding during this transition. Should you have any questions, please do not hesitate to reach out to us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Old Company Name] (Now [New Company Name])

[Phone Number]

[Email Address]