

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Company Name Change

I hope this message finds you well. I am writing to formally request a change to the name of our company from [Current Company Name] to [New Company Name]. This change is necessary due to [brief explanation of the reason for the name change, e.g., rebranding, merger, etc.].

We believe that this new name better reflects our vision and the services we provide to our clients. [Optional: Include any additional information that supports the name change].

Please let us know the necessary steps we need to take to facilitate this change. We appreciate your assistance and guidance in this matter.

Thank you for your consideration.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]