

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you that [Your Company Current Name] will be rebranding and changing our name to [New Company Name]. This change will be effective as of [Effective Date].

We are excited about this transition and believe it reflects our commitment to [brief explanation of reason for change, e.g., growth, updated vision, etc.]. Please rest assured that our services, team, and dedication to our clients will remain the same throughout this process. We kindly ask you to update your records accordingly. Any future correspondence or transactions should reference [New Company Name].

Thank you for your understanding and continued support. Should you have any questions or concerns, please do not hesitate to contact me directly.

Best regards,

[Your Name]  
[Your Position]  
[New Company Name]  
[Phone Number]  
[Email Address]