

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are excited to announce that, effective [Effective Date], our company will undergo a name change from [Old Company Name] to [New Company Name]. This change reflects our commitment to [briefly explain reason for the change, e.g., growth, expansion, rebranding].

Please note that while our name will be changing, our dedication to providing excellent products and services will remain unchanged. All current contracts, agreements, and relationships will still be honored under our new name.

We appreciate your continued support during this transition and are looking forward to a bright future as [New Company Name]. Should you have any questions or need further information, please feel free to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[New Company Name]

[Your Phone Number]

[Your Email Address]