

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Notification of Change of Company Name

I hope this message finds you well. I am writing to formally inform you that [Your Company Name] will be changing its name to [New Company Name] effective [Effective Date].

This change reflects our commitment to [reason for the change, e.g., better alignment with our mission, rebranding, etc.]. Please note that our business structure, staff, and services will remain unchanged, and we will continue to provide the same high level of service to you.

We kindly ask you to update your records accordingly. Should you have any questions or require further information, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued support and understanding.

Sincerely,

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