

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

[Recipient Name]  
[Recipient Title]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notice of Business Name Change

I hope this letter finds you well. We are writing to formally inform you that [Your Company Name] has changed its business name to [New Business Name], effective [Date of Name Change].

This name change reflects our commitment to [reason for the name change, e.g., better align with our services, enhance our brand identity, etc.]. Please note that this change will not affect our current contracts, services, or commitment to our clients.

We kindly ask you to update your records to reflect our new business name. Our other relevant information, including our contact details and legal structure, remains the same.

Should you have any questions or require further clarification, please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter and for your continued support.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[New Business Name]