

[Your Company Letterhead]

[Date]

[Stakeholder's Name]

[Stakeholder's Address]

[City, State, Zip Code]

Dear [Stakeholder's Name],

We are excited to announce that our company has officially changed its name from [Old Company Name] to [New Company Name], effective [Date of Name Change].

This new name reflects [brief reason for the name change, e.g., our commitment to innovation, expansion into new markets, etc.]. Although our name is changing, our commitment to providing [products/services] and maintaining strong relationships with our stakeholders remains the same. Please update your records accordingly, as all future correspondence, contracts, and documents will be under the name [New Company Name]. We appreciate your continued support during this transition and look forward to a successful future together.

If you have any questions, please feel free to reach out to 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]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Website]