

[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Business Name Update

We hope this letter finds you well. We are writing to inform you that effective [Effective Date], [Your Business Name] will be changing its business name to [New Business Name].

This change reflects our commitment to [brief explanation of reasons for the name change, if applicable]. Please note that all other aspects of our business operations, including [mention any relevant services/products], will remain unchanged.

We are excited about this new chapter and look forward to continuing our relationship with you under our new business name.

If you have any questions or require further information, please do not hesitate to contact us at [Your Email Address] or [Your Phone Number].

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]