

[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 Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Company Name Modification

I hope this letter finds you well. I am writing to formally request a modification to our company's name. After careful consideration and strategic planning, we have decided to change our company name from [Current Company Name] to [New Company Name].

This decision aligns with our long-term objectives and better reflects our brand identity and vision. We believe that this change will help us enhance our market position and provide clarity to our customers and stakeholders.

We kindly ask for your support in facilitating this transition and would appreciate any guidance you can provide regarding the necessary procedures and documentation required for this modification.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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