

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient's Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Company Name Change

I hope this letter finds you well. I am writing to formally request an alteration to our company name from [Current Company Name] to [New Company Name].

[Provide a brief rationale for the name change, such as rebranding, new focus, or better alignment with company vision.]

We believe this change will significantly enhance our market presence and reflect our commitment to [specific goals or values].

Please advise on the necessary steps and documentation required to facilitate this alteration. We appreciate your support in making this transition seamless.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company Name]