

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you that [Old Company Name] will be changing its name to [New Company Name], effective [Effective Date]. This change reflects our commitment to [reason for name change, e.g., growth, expansion, rebranding].

Please note that our services and commitment to our clients will remain unchanged. All contracts, existing agreements, and terms of service will remain intact.

We appreciate your continued support and partnership as we transition to our new name. If you have any questions or require additional information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[New Company Name]