

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Change of Company Name

We are writing to formally inform you that [Old Company Name] has undergone a name change and is now known as [New Company Name], effective [Effective Date].

This change reflects our commitment to [brief explanation of the reason for the name change, if applicable]. Please update your records accordingly.

All other aspects of our business will remain the same, including [details such as tax identification number, bank details, etc.].

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

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[New Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]