

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

Dear [Recipient Name],

I am writing to inform you that our company has officially changed its name from [Old Business Name] to [New Business Name], effective [Date of Name Change].

This change reflects our commitment to [reason for the name change, e.g., better service, new direction, rebranding, etc.]. Please note that our business structure, ownership, and contact information will remain the same.

We appreciate your support and understanding during this transition. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your continued partnership.

Sincerely,

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