

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to announce that [Your Company Name] is undergoing a rebranding process, and we will be updating our Facebook page accordingly. Our new branding will reflect our commitment to [briefly describe your mission, values, or vision].

Starting on [Date], our Facebook page will feature a fresh look, along with updates about our latest products and services, community engagement, and exciting initiatives. We want to ensure our followers continue to have a meaningful connection with us throughout this transition.

We invite you to join us on this journey and stay connected with [Your Company Name] on Facebook. We value your support and look forward to sharing our new identity with you!

Thank you for being a part of our community.

Best regards,

[Your Name]
[Your Title]
[Your Company Name]