

Sample Letter Change of Company Name Announcement

[Your Company Logo or Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP]

Subject: Announcement of Company Name Change

Dear [Recipient's Name],

We hope this letter finds you well. We are pleased to announce a significant development within our organization that will bring about positive changes for both our company and our valued stakeholders. Effective [Effective Date], we will be changing our company name from [Current Company Name] to [New Company Name].

This decision comes after careful consideration and extensive market research. We believe that the new name better reflects our evolving business objectives, our expanding range of products/services, and aligns with our commitment to providing exceptional value to our customers. We want to assure you that this name change will not impact the quality and reliability of our products/services. It is simply a strategic move to strengthen our brand identity and market position, allowing us to adapt to the evolving needs of our customers more effectively.

While the name is changing, our dedication to delivering exceptional customer service, maintaining strong relationships with our partners, and providing innovative solutions remains unwavering. Our core values and commitment to excellence will continue to guide us in all our endeavors.

We kindly request that you update your records to reflect our new company name. Please update your database and direct all future correspondence, invoices, and payments to the following:

[New Company Name]

[New Company Address]

[City, State, ZIP]

[New Contact Details (if applicable)]

Additionally, our website URL will be changed to [New Website URL], and our email addresses will be updated to reflect the new domain. Our phone numbers and other contact details will remain unchanged.

We understand that you may have questions or concerns regarding this transition. Please feel free to contact our dedicated customer support team at [Customer Support Phone Number] or via email at [Customer Support Email Address]. We are here to assist you and ensure a smooth transition during this exciting phase.

We appreciate your continued support and trust in our company. Our team looks forward to providing you with the same level of outstanding service under our new name. We will keep you updated on any further developments regarding this change.

Thank you for your attention to this matter. We are confident that our new company name will better reflect our growth, vision, and commitment to excellence. We value our relationship with you and look forward to serving you under our new brand identity.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]