

Informal notification of company rebranding

Subject: Exciting News – We’ve Changed Our Name!

Hi [Recipient Name],

We have some exciting news! Starting [Date], [Old Company Name] will be known as [New Company Name]. While our name is changing, our dedication to providing excellent service stays the same.

Feel free to reach out with any questions. We look forward to continuing our journey together!

Best regards,

[Your Name]

[Position]

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