

Preliminary notification pending legal formalities

Subject: Provisional Announcement of Company Name Change

Dear [Recipient Name],

We would like to inform you that [Old Company Name] plans to change its name to [New Company Name], effective [Provisional Date], pending final legal approvals. This new name represents our evolving vision and commitment to innovation.

We will send a confirmation once all formalities are completed.

Best regards,

[Your Name]

[Position]

[Old/New Company Name]

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