

[Current Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Corporate Name Change

Dear [Recipient Name],

This letter serves as formal notification that **[Old Entity Name]** has officially changed its corporate name to **[New Entity Name]**, effective as of **[Effective Date]**.

Please note that this is a name change only. Our Tax Identification Number (TIN/EIN), registered office address, management structure, and ownership remain the same. All existing contracts, agreements, and obligations under the previous name remain valid and will be honored under the new name.

We kindly request that you update your records to reflect this change. Starting from the effective date, please address all future invoices, payments, and correspondence to:

[New Entity Name]

[Company Address]

[City, State, Zip Code]

If you require any additional documentation, such as updated W-9 forms or Articles of Amendment, please contact our administrative department at [Phone Number] or [Email Address].

Thank you for your continued partnership during this transition.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title]