

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Notice of Change in Ownership

Dear [Contact Name or Accounts Receivable Department],

We are writing to formally notify you that [Current Company Name] has undergone a change in ownership, effective [Effective Date].

As of the date mentioned above, the company will now operate under the name [New Company Name]. Please be advised of the following details regarding our ongoing business relationship:

- **New Legal Entity Name:** [New Company Name]
- **New Tax ID / EIN:** [Tax ID Number]
- **Billing Address:** [New Billing Address]
- **Primary Contact:** [Name of Contact Person]
- **Contact Email:** [Email Address]

Please update your records accordingly. All future invoices, statements, and correspondence should be addressed to the new entity name and address provided above. All existing contracts and agreements will remain in effect and will be honored by the new ownership.

There will be no changes to our current payment processes at this time, unless otherwise notified. If you require a new W-9 form or any additional documentation to update your system, please let us know and we will provide it immediately.

We value our partnership and look forward to continuing our business relationship under this new ownership.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]