

[Date]

[Contractor Name]

[Contractor Company Name]

[Contractor Address]

[City, State, Zip Code]

Re: Notice of Change in Ownership and Continuation of Services

Dear [Contractor Name],

This letter is to formally notify you that as of [Effective Date], the ownership of [Company Name] has been transferred to [New Owner/Parent Company Name].

We value the partnership we have established with you. We are writing to confirm that [New Owner Name] intends to honor all existing agreements and continue your services under the current terms and conditions of your contract dated [Original Contract Date].

Please note the following administrative updates for your records:

- **Invoicing:** Please direct all future invoices to [New Billing Email/Address].
- **Payments:** Payments will now be issued by [New Entity Name].
- **Point of Contact:** Your primary contact person will remain [Contact Name] / will change to [New Contact Name].

If you require an updated W-9 form or any specific documentation regarding this transition, please let us know. We look forward to continuing our successful working relationship.

Please acknowledge receipt of this notification by signing below and returning a copy to [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company Name]

Acknowledgment:

I acknowledge receipt of this notice and agree to the continuation of services.

Signature: _____ Date: _____