

Date: [insert date]

Dear [insert recipient's name].

As you may have noticed, we have changed the name of our business from [insert old name] to [insert new name]. However, there has been no change in the management.

The company will continue to provide the same level of products and service you are accustomed to and have built our reputation in the industry around.

We would appreciate it if you see that your records are updated to reflect this change in our company name.

Yours sincerely,

[insert your name]

[insert your company position /title]