**Company Name Change Letter**

[Sender Name and Surname]

[Company Name]

[Department]

[Address of the Sender]

[Email address]

[Date]

[Recipient Name and Surname]

[Company Name]

[Address of the Recipient]

[Email address]

Subject: Company name change

Dear Loyal Customer,

We are excited to announce that our company name is changing from [Old Name of Company] to [New Name of Company]. This change will be effective immediately.

As part of this transition, we want to reassure you that it will be business as usual. Our commitment to providing the best possible products and services remains unchanged. We hope you continue to enjoy being a loyal customer!

Kind regards,

[Name Surname]

[Designation]

[Signature]