To,

[Name of Recipient]

[Designation of Recipient]

[Recipient Company Name]

Date:

**Subject: Notification Letter for Change of Business Name**

Dear Mr./Mrs.[name of Recipient],

This is to inform you that our organization has changed its name from [mention Old name] to this new name, [mention New name]. This change came into effect on [mention date].

Kindly note that there is no change in the management, the products/services or the range of products/services that we provide. The change in name has no impact on any operational or ongoing activities of our company.

Feel free to contact us for any further queries.

Thanking You,

[Sender Name]

[Sender Designation]

[Sender Contact Details]

[Sender Signature]