

License Name Change Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

To Whom It May Concern,
[Licensing Authority Name]
[Licensing Authority Address]
[City, State, Zip Code]

Subject: Request for License Name Change

Dear [Recipient's Name],

I am writing to formally request a change of name for our business license currently held under the name [Current Business Name]. We wish to change the licensed name to [New Business Name] effective [Desired Effect Date].

The reason for this change is [Brief Explanation of Reason for Name Change]. We have completed all necessary documentation and are enclosing the required forms, along with any applicable fees as specified in your guidelines.

Please find attached the following documents for your reference:

1. Completed Name Change Form
2. Copy of Current License
3. Payment Receipt (if applicable)

We appreciate your prompt attention to this matter. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Position]
[Your Business Name]