

Business Entity Change Notification

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of a change in our business entity as follows:

- **Business Name:** [Insert Old Business Name]
- **New Business Name:** [Insert New Business Name]
- **Effective Date:** [Insert Effective Date]
- **Business Structure:** [Insert New Business Structure, if applicable]

All contractual obligations and agreements will remain in effect, and we will continue to provide the same services under our new business name. Please update your records accordingly.

Should you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]