

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an update to the business name associated with our account. Our current business name is [Current Business Name], and we would like to change it to [New Business Name] effective [Desired Effective Date].

This change is necessary due to [brief explanation of the reason for the name change]. We have updated our business registration documents accordingly, and I have attached a copy of the relevant documentation for your reference.

We appreciate your assistance in updating our records, and please let me know if you require any additional information or further documentation to complete this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]