

Business Registration Alteration Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request an alteration to our business registration details. The current information that needs to be amended is as follows:

Current Business Registration Details:

Business Name: [Current Business Name]

Registration Number: [Current Registration Number]

Address: [Current Business Address]

Requested Changes:

New Business Name: [New Business Name]

New Address: [New Business Address]

Please find attached all supporting documents necessary for processing this alteration.

Thank you for your assistance. Please feel free to contact me if you need any further information.

Sincerely,

[Your Signature]

[Your Name]

[Your Position]

[Your Company Name]