

Notification of Legal Entity Restructuring

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to formally notify you of a restructuring process of [Company Name], which will take effect on [Effective Date]. This decision has been made in accordance with our strategic goals to enhance operational efficiency and improve service delivery.

The restructuring will involve [briefly describe the nature of the restructuring, e.g., mergers, acquisitions, changes in management structure, etc.]. We are committed to ensuring a smooth transition and minimizing any potential disruptions to our operations.

Please be assured that we will keep you updated throughout this process. Should you have any questions or require further information, feel free to contact us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]