

# Notice of Legal Entity Restructuring

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Transition Information Regarding Legal Entity Restructuring

Dear [Recipient Name],

We are writing to inform you about the upcoming restructuring of our legal entity, [Current Legal Entity Name], which will take effect on [Effective Date]. This transition is part of our strategic plan aimed at enhancing our operational efficiency and improving service delivery.

Key Details of the Restructuring:

- **New Legal Entity Name:** [New Legal Entity Name]
- **Effective Date:** [Insert Effective Date]
- **Contact Information:** [Provide updated contact details]
- **Impact on Current Contracts:** [Briefly explain the impact on contracts and obligations]

We assure you that this restructuring will not affect the quality of services you receive from us. Our dedicated team is committed to ensuring a seamless transition, and we will keep you updated throughout the process.

If you have any questions or require further clarification, please feel free to reach out to us at [Contact Email] or [Contact Phone Number].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]