

# Business Ownership Change Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally notify you of a change in ownership of [Your Company Name], effective [Effective Date]. As of this date, [New Owner's Name] will take over as the new owner of the business.

The reason for this change is [brief explanation if necessary]. We want to assure you that there will be no disruption in our services, and we are committed to maintaining our high standards of quality and customer service.

Please feel free to reach out to us if you have any questions or require further information. We appreciate your support and look forward to continuing our business relationship under the new ownership.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]