

Letter of Business Owner Designation

[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],

We are pleased to inform you that as of [Effective Date], I, [Your Name], have been officially designated as the owner of [Your Company Name]. This designation reflects our commitment to leading our company with integrity, innovation, and dedication.

In my role as owner, I will be responsible for overseeing all aspects of the business, ensuring that we continue to provide exceptional services/products to our clients and maintain strong relationships with our partners. I am excited to take on this responsibility and continue our tradition of excellence.

If you have any questions or require further information, please do not hesitate to contact me directly.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]