

Title Change Notification

Date: [Insert Date]

To Whom It May Concern,

This letter serves as formal notification that the title of [Insert Old Title] has been officially changed to [Insert New Title]. This change will take effect on [Insert Effective Date].

Should you have any questions regarding this change, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]