

Change of Proprietorship Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally inform you of a change in the proprietorship of [Business Name], effective [Effective Date]. This transition marks an important step in our journey, and we would like to assure you that the quality and service you have come to expect will remain unchanged.

The new proprietor will be [New Proprietor's Name], who has extensive experience in [brief description of the new proprietor's qualifications or experience]. We are confident that [he/she/they] will continue to uphold the values and commitments that [Business Name] stands for.

Please update your records accordingly. For any inquiries or further information, do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support and understanding during this transition.

Sincerely,

[Your Name]

[Your Position]

[Business Name]

[Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]