

Announcement of Name Change

Dear Valued Community,

We are excited to announce that effective [Effective Date], our organization will be changing its name from [Old Name] to [New Name]. This change reflects our evolution and commitment to [brief reason for the name change, e.g., better serve our mission, expand our services, etc.].

While our name will change, our dedication to providing quality services and support to our community will remain the same. You can continue to expect the same exceptional programs and initiatives that you have come to know and trust.

Please update your records to reflect our new name, and feel free to reach out to us with any questions or concerns.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[New Name]

[Contact Information]