

Important Announcement: Change of Organizational Name

Date: [Insert Date]

Dear [Partner's Name],

We are excited to announce that as part of our ongoing commitment to growth and innovation, [Old Organizational Name] will be changing our name to [New Organizational Name], effective [Effective Date]. This change reflects our evolving vision and the expanded services we are now offering to our partners and clients.

Rest assured, our team and our mission remain the same. We will continue to provide the same quality of service that you have come to expect from us. Our website, email addresses, and all other contact information will also be updated to reflect our new name.

We value your partnership and look forward to the continued collaboration under our new name. If you have any questions or need further clarification, please do not hesitate to reach out to us.

Thank you for your ongoing support!

Sincerely,

[Your Name]

[Your Title]

[New Organizational Name]

[Contact Information]