

Company Name change announcement letter [Delete this heading]

Silver Lagoon Ltd.

Julia Sylvester

Block 2A, Pearl Street, Albany, New York

28th January, 2016.

Mr. Ronaldo Da Vinci

Tri-Star Ltd.

42 St. Clinton Avenue, New York

Dear [Recipients Name],

This letter is to announce that we have changed our company's name from [old name] to [new name]. This was done due to some business reasons and we will now onwards be using this new name officially for company's recognition. Please note that our name change will have no effect on our services and products. We have also not changed our address. Our company wants you to remain our valuable clients as always.

For any further queries, please contact at our office numbers in office hours. Thank you!

Sincerely,

Julia Sylvester

Managing director, Silver Lagoon Ltd.