**Date:** [Insert Date]  
**To:** [Clients/Partners/Customers/Stakeholders]  
**From:** [Your Name]  
**Title:** [Your Job Title]  
**Company:** [New Company Name]

**Subject: Announcement of Company Name Change**

Dear [Recipient Name/Valued Customer/Partner],

We are pleased to announce that effective [Effective Date], our company name will officially change from **[Old Company Name]** to **[New Company Name]**.

This name change is part of a rebranding effort that reflects our broader commitment to innovation, growth, and the services we provide. Please note that while our name is changing, our core values, ownership, and dedication to our customers remain the same.

From now on, all our communication, branding, and product promotions will be conducted under the new name, **[New Company Name]**. Our business address, contact numbers, and email addresses will remain unchanged unless otherwise notified.

We hope this change will bring a fresh perspective and continue to strengthen our relationship with you. We sincerely thank you for your continued trust and support.

Should you have any questions or require further clarification, please feel free to reach out to us at [Insert Contact Info].

Warm regards,  
**[Your Full Name]**  
**[Your Position]**  
**[New Company Name]**  
[Phone Number] | [Email Address] | [Website URL]