

[Your Company Name]
[Your Company Address]
[Company Contact Information]

[Date of Letter]

[Contact Name]
[Contact Title]
[Contact Address]
[CC Contact List, if applicable]

Dear [First Name Last Name],

Thank you for your continued business.

We here at [Company Name] are excited to announce that as of [effective date of change] we will be [calling a new address home, or doing business as New Name]

After [effective date of change] you will be able to contact us at:
[New Company Name]
[New Company Address]
[City], [State] [Zip]

Please make a note of our updated contact information in your records.

I look forward to continuing to grow our relationship in the future,

Regards,

[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Details]

CC: [Names of Contacts at your company who can help answer questions]