**Date:**  21st July 2019

Dear [Name Here],

With the change in our product line, it became a necessity to change our companies name as to depict what we do. We had been formerly in the business of making handbags but now we have changed the nature of our business. Previously known as the handicraft Ltd we are now changed to Shoebox. Yes, we are now in the business of making comfortable shoes for our customers.

Earlier it was your trust in us which enabled us to flourish in this short time. Today still Shoebox needs your same support and trust so that we can serve you even better. Promising to deliver you with the best quality and comfortable shoes.

Sincerely,

Mr. Greg,

Assistant Manager