[Company Name]  
[Address]

To

[The Recipient Name]

To whom it may concern

Through this notification letter, we are informing our clients, business and formal contacts and everybody who is related with company matters due to any reason that with effect from [date] we are going to change our company name from [ABC] to [XYZ]. You are therefore requested to update your records with the new name of the company. It must be noted that from now onward, all the transactions, communication, and correspondence, which takes place on behalf of the company, will be done with reference to its new name [XYZ].

The above-mentioned decision was taken in a high-level meeting of officials at the company’s head office.

It is further notified that so far, no more change has been made regarding business nature, management structure, or customer services. We will update you if any further change is made. In the end, I would request you to send me an acknowledgment email to let me know that the new and updated name of the company has been noted by all of you. Thank you all for your kind cooperation with us.

Your Sincerely,

[Name]  
[Designation]  
[Company Name]