**Advice Letter to business template**

Recipient’s address

Your address and contact details

Objective (one sentence)

Dear (Recipient's name),

I am writing to inform you that our business has changed name from (insert old name) to (insert new name)

There has been no change in management and we will be providing the same service and products on which we have built our reputation.

There is no change in our contract with each other and everything will remain the same on a business level. I would greatly appreciate it if you could inform your human resources team of the name change and update your records accordingly.

Thank you for your cooperation regarding this matter and we look forward to continuing a great partnership with each other

Sincerely,

(Sign here)

(Your Name, Title)