[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Exciting News: [New Name/Brand Name] is Here!**

Dear [Customer’s Name/Valued Stakeholders],

We are excited to announce that [CURRENT COMPANY NAME] is rebranding and will now operate under the new name [NEW NAME], effective [DATE]. This name change reflects our commitment to [*reason for rebranding, e.g., growth, innovation, expanded services, or new direction*].

**What’s Changing**

While our name and branding are evolving, the core of who we are remains the same. You can continue to rely on:

* The same high-quality [products/services].
* The same dedicated team.
* Our ongoing commitment to [*specific value, e.g., innovation, customer satisfaction, or reliability*].

**What You Need to Know**

* New Name: [NEW COMPANY NAME]
* Effective Date: [DATE]
* Website: [*New Website URL*]
* Email Domains: [*New Email Domain, e.g., “@newname.com”*]

All other contact details, including our phone numbers and addresses, remain unchanged.

**Looking Ahead**

This rebranding reflects our vision to [*specific goals, e.g., “expand our offerings,” “serve you better,” or “lead the industry”*]. You’ll begin to see our new logo, colors, and branding across all platforms and communications in the coming weeks.

**Support and Questions**

If you have any questions or need further information, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your continued support. We’re thrilled to embark on this new chapter with you!

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]