

[Your Name]  
[Your New Brand/Agency Name]  
[Your Phone Number]  
[Your Email Address]  
[Your Website]

[Date]

Dear [Recipient Name],

I am writing to share some exciting news regarding the next chapter of my professional journey. After [Number] years of serving this community, I am thrilled to announce that I have officially rebranded my business as **[New Brand Name]**.

While my look and name have changed, my commitment to providing you with exceptional service remains the same. This rebranding reflects a renewed focus on [mention a specific focus, e.g., innovative marketing, personalized client care, or local expertise] and allows me to offer you even better resources and support.

**What this means for you:**

- The same dedicated partnership you have come to trust.
- Access to enhanced tools and technology.
- Updated contact information and a fresh new website at [Website URL].

I am incredibly grateful for your continued support and the trust you have placed in me over the years. I look forward to continuing our relationship under this new identity.

Please feel free to reach out if you have any questions or if there is anything I can assist you with regarding your [Industry, e.g., real estate/insurance] needs.

Best regards,

[Your Signature]

[Your Printed Name]