

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Acknowledgment of Corporate Name Change

Dear [Recipient Name],

We formally acknowledge receipt of your notification dated [Date of Notification] regarding the official name change of your entity from **[Former Entity Name]** to **[New Entity Name]**.

Please be advised that we have updated our internal records, databases, and accounting systems to reflect this change. All future correspondence, invoices, and legal documents will be issued under the new corporate title.

We understand that this change does not affect the existing terms of our current agreements, contracts, or outstanding obligations. All existing contracts previously signed under the name [Former Entity Name] remain in full force and effect.

If there are any further administrative requirements or updated tax documentation (such as an updated W-9 or equivalent) that we need to provide or receive, please let us know at your earliest convenience.

Thank you for keeping us informed. We look forward to our continued business relationship.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]
[Your Department]