

[Date]

[Broker Name/Business Name]

[Address Line 1]

[City, State, Zip Code]

To: [Contact Name/Organization Name]

[Address Line 1]

[City, State, Zip Code]

**Subject: Acknowledgment of Name Change Update**

Dear [Recipient Name],

This letter is to formally acknowledge that we have received your notification regarding your legal name change from **[Old Name]** to **[New Name]**.

We have updated our internal records, systems, and active files to reflect this change effective as of [Effective Date]. All future correspondence, commissions, and legal documents will be issued under the updated name: **[New Name]**.

We have also verified the supporting documentation provided, including:

- [Document 1, e.g., Articles of Amendment]
- [Document 2, e.g., Updated W-9 Form]
- [Document 3, e.g., State License Update]

Please ensure that any future invoices or legal inquiries sent to our office also reference this new name to avoid any administrative delays.

If you have any questions regarding this update, please contact our administrative department at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]