

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

[Vendor Contact Name]  
[New Vendor Business Name]  
[Vendor Address]  
[City, State, Zip Code]

Subject: Acknowledgment of Business Name Change

Dear [Vendor Contact Name],

This letter is to formally acknowledge receipt of your notice regarding your official business name change from [**Old Vendor Name**] to [**New Vendor Name**], effective as of [Effective Date].

We have updated our internal records, including our accounting and procurement systems, to reflect this change. Please ensure that all future invoices, packing slips, and correspondence are issued under the new business name to avoid any delays in processing or payment.

All other terms and conditions of our existing agreements and contracts remain in full force and effect.

If there are any further updates regarding your Tax ID, banking information, or remittance address, please notify us immediately.

Thank you for your continued partnership.

Sincerely,

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