

[Current Date]

[Recipient Name/Department]

[Government Agency/Financial Institution Name]

[Street Address]

[City, State, Zip Code]

RE: Letter of Instruction for Corporate Name Change

To Whom It May Concern,

This letter serves as formal instruction to update your records regarding a legal name change for our corporate entity. Effective [Date of Name Change], the entity formerly known as **[Former Entity Name]** has legally changed its name to **[New Entity Name]**.

This change has been officially filed and approved by the [State/Province/Country] Secretary of State or equivalent regulatory body. Please note that this is a change of name only; our Federal Tax ID (EIN), management structure, and business operations remain the same.

Please update your records to reflect the following information:

- **Former Legal Name:** [Former Entity Name]
- **New Legal Name:** [New Entity Name]
- **Taxpayer Identification Number (EIN):** [Tax ID Number]
- **Principal Business Address:** [Address]

Attached to this letter, please find the following supporting documentation:

- Certified copy of the Articles of Amendment
- Copy of the Certificate of Name Change
- Updated W-9 Form (if applicable)

Please confirm in writing once our records have been updated in your system. Should you require any additional documentation or have questions regarding this request, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Job Title/Position]

[New Entity Name]