

Business Name Change Letter to Vendors

John Smith

Owner

Innovative Solutions Corp

456 Enterprise Ave

Somecity, NY 67890

john.smith@example.com

(555) 987-6543

June 24, 2024

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, ZIP Code]

Subject: Notification of Business Name Change

Dear [Vendor's Name],

I am writing to inform you of an important change in our business. Effective [Date of Name Change], our company name will be changing from **Advanced Tech LLC** to **Innovative Solutions Corp**. This change is part of our rebranding strategy aimed at better reflecting our commitment to innovation and the expanding scope of our services.

What This Means for You:

- 1. Invoices and Payments:** Please update your records to reflect our new company name for all future invoices and payments. Our billing address and payment terms remain the same.

2. **Contracts and Agreements:** All existing contracts and agreements will remain in effect, with the only change being the name of our company. No other terms or conditions are affected by this change.
3. **Communication:** Please use our new company name in all correspondence moving forward. Our email addresses will be updated to reflect the new name (e.g., john.smith@innovativesolutions.com), but old email addresses will continue to work for a transition period of [specify time period].
4. **Banking Information:** Our banking details will remain the same, but please ensure that all checks and electronic payments are made out to **Innovative Solutions Corp** from the effective date.

Enclosed are copies of the relevant documents supporting this name change, including the amendment filed with the state.

We value our partnership and look forward to continuing our successful collaboration under our new name. If you have any questions or need further information, please do not hesitate to contact me directly at (555) 987-6543 or john.smith@example.com.

Thank you for your attention to this matter.

Sincerely,

John Smith

Owner

Innovative Solutions Corp

456 Enterprise Ave

Somecity, NY 67890