

Ownership Transfer Letter to Customers

[Your Name or Business Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Customer's Name or "To Our Valued Customers"]

[Customer's Address or General Address]

[City, State, Zip Code]

Subject: Announcement of Ownership Change

Dear [Customer's Name/Valued Customer],

We are writing to inform you that as of [Effective Date of Transfer], [Original Owner's Name/Your Company Name] has officially transferred ownership to [New Owner's Name/New Company Name]. This decision comes after careful consideration, and we believe it stands as a significant positive development for the business.

[New Owner's Name] brings a wealth of experience in [mention relevant experience or background] and is committed to not only continuing the quality of service and products

you have come to expect but also to making further improvements that will enhance your experience with us.

We want to assure you that this transition will not affect our operations or your relationship with us. All current contracts, agreements, and terms of service will remain in effect as per existing conditions, and you can expect the same dedication and quality in our engagements.

Our management and support teams remain as committed as ever to fulfilling your needs and ensuring your satisfaction. [Optionally, add information about any planned improvements or changes in operation or customer service.]

We understand that a change in ownership might raise some questions or concerns. Please feel free to reach out to us directly at [Your Contact Information or New Owner's Contact Information], and we would be happy to discuss any aspect of this transition or any other inquiries you may have.

Thank you for your continued support and trust in [Business Name]. We look forward to serving you under this new ownership and believe that our future is bright with the opportunities this change will bring.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name] [Your Position, if applicable]

[New Owner's Name, if applicable]

[New Owner's Position, if applicable]