

**Vancouver Manufacturing**  
9102 NW 99<sup>th</sup> Street, Vancouver, Washington 98665  
(800) 555-1212 – [www.example.com](http://www.example.com)

September 25, 2005

Mr. John Taylor  
Director of Operations  
ABC Corporation  
100 E Main Street  
Vancouver, WA 98685

Dear Mr. Taylor:

As our new letterhead indicates, we have recently changed the name of our business from Fort Vancouver Manufacturing to Vancouver Manufacturing.

There has been no change in management and we will be providing the same products and fine service on which we have built our reputation in the industry. We would appreciate it if you would bring this announcement to the attention of your accounts payable department and direct them accordingly.

Thank you for being one of our valued customers. We appreciate your cooperation in this matter.

Al Olsen  
President, Vancouver Manufacturing