

Change of Ownership Letter to Customers

[Your Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

Dear Valued Customer,

Subject: Notification of Change in Ownership

We are writing to inform you of an important change at [Your Company Name]. Effective [Date of Ownership Change], ownership of the company has been transferred from [Previous Owner's Name] to [New Owner's Name].

We want to assure you that while the ownership has changed, our commitment to delivering high-quality products and exceptional customer service remains our top priority. [New Owner's Name] is dedicated to upholding our company's standards and ensuring a smooth transition. You can continue to expect the same level of service and quality that you have come to rely on.

We appreciate your loyalty and trust in us, and we are excited about the future. If you have any questions regarding this transition, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Company Name].