

# Company Name Change Letter to Suppliers

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**Innovative Solutions Ltd.**

500 Enterprise Road

Innovation Park, Texas, 75001

Email: support@innovativesolutions.com

Phone: (214) 555-6789

Date: February 15, 2025

**Supplier Name**

**Supplier Company**

**Supplier Address**

City, State, Zip Code

Dear [Supplier's Name],

**Subject: Notification of Company Name Change**

We are writing to inform you that as of March 15, 2025, Innovative Solutions Ltd. will officially change its name to Quantum Technologies Inc. This change is part of a strategic rebranding initiative aimed at reflecting our expanded business capabilities and vision for the future.

**Important Updates and Continuity of Business:**

- **Company Name:** Please update your records to reflect our new name, Quantum Technologies Inc. All future business, correspondence, and transactions should be addressed using the new name.
- **Legal and Financial Information:** Our Tax Identification Number, company registration, and other legal identifiers remain unchanged. This name change

does not affect our existing contracts and obligations. All invoicing, billing, and payments should be processed under the new name to avoid any delays or discrepancies.

- **Contact Details:** Our contact information, including phone numbers and email addresses, will remain the same. Your usual contacts at the company will also remain unchanged, ensuring a seamless transition and continuous communication.

**Action Required:**

- **Records Update:** Please ensure that our new company name is updated in your systems by March 15, 2025.
- **Invoices and Billing:** Adjust all invoicing materials to reflect our new name moving forward to ensure that financial transactions are not affected.
- **Communications:** All communications from the effective date should reference Quantum Technologies Inc.

We value the relationship we have built with [Supplier Company] and appreciate your support as we make this significant transition. We are confident that this new chapter will bring continued collaboration and mutual growth.

Please do not hesitate to contact us should you have any questions or need further clarification regarding our name change.

Thank you for your attention to this matter and for your continued partnership.

Warm regards,

**Jessica Carter**

**CEO, Quantum Technologies Inc.**