

Company Name Change Letter to Vendors

Acme Corp

400 Innovation Blvd.

Tech City, California, 94016

Email: info@acmecorp.com

Phone: (650) 555-1234

February 10, 2025

Vendor Name

Title

Vendor Company

123 Supplier Road

Vendor City, New York, 10001

Dear [Vendor's Name],

Subject: Notification of Company Name Change

As part of our commitment to improving our services and aligning with our evolving business strategy, I am pleased to announce that effective March 1, 2025, Acme Corp will be operating under our new name, Vertex Innovations. This name change will reflect our broader innovation initiative and commitment to integrating cutting-edge technologies across our product lines.

Important Details Regarding Our Transition:

1. Continued Operations: The rebranding involves only a change of name. All our operations, services, and staff structure will continue as usual without any impact on our ongoing projects or commitments to your company.

2. Legal and Contractual Continuity: Our legal entity and tax identification numbers remain unchanged. This ensures that all contractual relationships continue under the new name without affecting any legal standing or obligations.
3. Financial Transactions: For invoicing, billing, and payments, it is essential that all future transactions reference Vertex Innovations. However, all financial credentials including bank account details and billing addresses will remain unchanged to ensure a seamless financial workflow.
4. Communication Channels: Our contact information, including telephone numbers and email addresses, will not change. This will ensure that your queries and communications are addressed without delay or confusion.

Actions You Might Need to Take:

- Record Updates: Please update your records to reflect our new company name. Any contractual documents, service agreements, and future communications should be addressed to Vertex Innovations starting from the effective date.
- Communication with Your Teams: Inform relevant departments within your organization, such as accounting, legal, and procurement, about our name change. This will help avoid any disruptions in our service delivery and financial transactions.
- Confirm Receipt: Please confirm receipt of this letter and that your records have been updated. A quick confirmation email or call would be appreciated.

We are excited about this new phase in our business and confident that our new identity will help us serve you better. Rest assured, our priority remains to provide high-quality and reliable service without disruption.

We appreciate your cooperation and support during this transition and look forward to a continued fruitful relationship under our new name. Should you have any questions or need further clarification, do not hesitate to reach out to me directly or any of our team members.

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

Warmest regards,

Tom Bennett

CEO, Vertex Innovations