**Today's Date**

*Department of the Treasury*

*Internal Revenue Service*

*Ogden, UT 84201-0013*

RE: **Your OLD Company, Inc**

 EIN # **##-#######**

Ladies and Gentlemen:

 Please be advised that the name of the company has been changed from **Your Company, Inc.** to **Your NEW Company, Inc**. Enclosed is a copy of the Articles of Amendment, e-filed in the state of State on Month ##, Year, as evidence of the name change.

 Once records have been updated, please send us confirmation. Until we receive confirmation, we will continue to use the name **Your OLD Company, Inc** on all of our communications with the IRS.

 Please direct any questions regarding the enclosed form to Your Name, Mailing Address, City, State Zip Code, ###-###-####. Thank you for your assistance in this matter.

Very truly yours,

Your Name

 Title, Your NEW Company, Inc