

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Announcement of Business Name Change

Dear :

For years, we have served you as “The Hill House.” However, on Date, we will officially be known as the “The Mountain House.” This change has come about due to a merger between The Hill House Restaurant and Mountain Eats Café.

With this change in name, we will still provide the great service that that has distinguished The Hill House as one of the premier restaurants in the area. Now as a part Mountain Eats Café, we promise to continue to serve you the best food with the best service. To celebrate this merger and change, we will be serving free coffee and cake to our loyal customers on date to commemorate the merging of The Hill House Restaurant and Mountain Eats Café to The Mountain House.

Hope to see you there.

Sincerely,

N A M E