

Change Of Ownership Announcement Letter Sample #2

Date,

From,

Name _____

Company _____

To,

Name _____

Company _____

Dear _____,

We want to bring to your notice and announce that our firm, is being transferred to the new owner. The firm was co-owned by the ownership. From, the Date _____ of the ownership of the new owner will be effective.

We intended to notify you, through this letter is no change in the management and policies of the company. We make certain you that we are going to sustain the reputation and standing that we have managed to build for over. We had to take the step of changing the ownership of the firm because but we ensure you that would handle the store with his/her qualities possessed by the new owner.

You have always been our valued client and have trusted us from the very beginning and also in all the odds. Expecting to seek the same shortly.

Thanking You.

Yours Trustly,

Name _____

Signature _____