

## Notification of Business Name Change

Date: \_\_\_\_\_

To: Internal Revenue Service

Re: Change of Business Name

**Prior Business Name:** \_\_\_\_\_

**EIN:** \_\_\_\_\_

Please note that the name of the business has been changed to:

\_\_\_\_\_

Attached with this letter is a copy of our name change confirmation filed with the state.

After you have updated your records, please send a written confirmation to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please let me know if you have any questions, or need anything else. Thank you!

\_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_