

**PLEASE RE-TYPE  
ON YOUR  
COMPANY LETTERHEAD**

DATE

GROUP NAME & GROUP NUMBER

Dear Sirs,

Please note that we have a change of Name, Address and Employer Identification Number (EIN). Our company has changed from OLD BUSINESS NAME, ADDRESS, CITY, STATE, ZIP CODE & EIN to NEW BUSINESS NAME, ADDRESS, CITY, STATE, ZIP CODE & EIN.

Thank you for your prompt attention to this matter.

Sincerely,

x  
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OWNER