{{p letter\_date\_insert }}

**{{corp.name}}**

{{president.pres\_address}}

{{p letter\_attn\_insert}}

Dear {{ president.pres\_salutation}}:

|  |  |
| --- | --- |
| **Re:** | **{{previous\_name}}**  **{{corp.incorp\_prov}} Corporate Name Change** |

I am pleased to report that {{ previous\_name }} changed its name to {{corp.name}} in the Province of {{corp.incorp\_prov}}. I have enclosed:

1. my bill for payment; and
2. copy of the {{corp.incorp\_prov}} Certificate of Amendment.

If you have any questions, please feel free to call me.

{{p letter\_closing\_insert}}