

## Notification of Business Name Change for LLC

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

**To:** ☐ Entity Department  
Internal Revenue Service  
Kansas City, MO 64999

☐ Entity Department  
Internal Revenue Service  
Ogden, UT 84201

**Re: Change of LLC Name**

**Prior Business/LLC Name:** \_\_\_\_\_

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

Please note that the name of the LLC 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: \_\_\_\_\_