



IRS Cover Letter IRS Letter regarding Name Change

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[DATE]

By Certified Mail – Return Receipt Requested

[Internal Revenue Service¹
Cincinnati, Ohio 45999]

OR

[Internal Revenue Service
Ogden, Utah 84201]

RE: [NAME OF COMPANY]
[FEDERAL IDENTIFICATION NUMBER: (if available)]

Ladies and Gentlemen:

Please be advised that the name of the company has been changed to [NEW CORPORATE NAME]. Enclosed is a copy of the [Articles of Amendment] evidencing the name change.

Once records have been updated, please send us confirmation. Until we receive confirmation, we will continue to use the name [OLD CORPORATE NAME] on all our communications with the IRS.

Please direct any questions regarding the enclosed form to [NAME], [ADDRESS], [PHONE NUMBER]. Thank you for your assistance in this matter.

Very truly yours,

[Name]
[Title]

| Enclosures
[cc: [Name]]

¹ Filing location is contingent upon the state of incorporation. See [IRS Service Centers](https://www.irs.gov/locations/servicecenters).