

Supplier Details



Call: 1-654-123-0987
Email: info@companyname.com
Location, City, State, zip code 0000

EXAMPLE OF SUPPLIER LETTERHEAD FOR CHANGE NAME/ADDRESS

To: DOW Chemicals

Subject: Change in business Name or Address

To whom it may concern,

If the request is for Name Change

We, **XYZ company LTD**, would like to inform you that the legal name of our company has been changed (due to XYZ Reason)

From (Old Name): "**XYZ company Pvt LTD**" To (New Name): "**ABCD company Pvt LTD**" with effective date DD/MM/YYYY.

If the request is for Address Change

We, XYZ company LTD, would like to inform you that the legal address of our company has been changed (due to XYZ Reason)

From (Old Address): **AB Street, CD - 123456** To (New Address):- **CD Street, XY - 78910** with effective date DD/MM/YYYY.

Authorized Signature or stamp

***Important Notes

1. Supplier letterhead must be dated within 2 years of today's date & clearly state must state that their physical address changed from one location to another.
2. Letterhead must reflect the creditor (PI) and/or Central vendor (VN) address location that will be receiving the payment.
3. Document must be signed or stamped & document must be non-editable PDF copy.

