[Your firm name and logo]

[Old legal business name]
[Mailing address of record]
EIN: [XX-XXXXXXX]
[Date]
Internal Revenue Service
[Address where the business files its return]
Re: Business name change, EIN [XX-XXXXXXX]

Dear Sir or Madam:

Change
Effective [date], the legal name of the business with EIN [XX-XXXXXXX] changed from [old legal name] to [new legal name].

Request
Please update the name on this account. Please also send us a written acknowledgment of the change.

State filing (corporations and partnerships) (optional)
A copy of the Articles of Amendment filed with the [State] Secretary of State on [date], which authorized the new name, is enclosed.

Account identification (optional)
A copy of our [EIN assignment notice / Letter 147C] is enclosed to help locate the account.

No other change
The ownership, entity type and responsible party of the business have not changed. [If the mailing address also changed, we have sent Form 8822-B separately, to the address in its instructions.]

Signature, sole proprietorship (optional)
Signed by the owner, [name], or by an authorized representative with Form 2848 attached.

Signature, corporation (optional)
Signed by [name], [title], an officer of the corporation.

Signature, partnership (optional)
Signed by [name], a partner of the partnership.

Sincerely,
[Name]
[Owner / Officer title / Partner]
[Daytime phone]
Signature: _____ Date: _____