To,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Change of Ownership Announcement Letter.

Dear \_\_\_\_\_(Sir or Madam),

We want to bring to your notice and announce that our firm, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the Existing Firm) located at \_\_\_\_\_\_\_\_\_\_\_\_\_ (Location of the Firm) is being transferred to the new owner \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the New-Owner). The firm was co-owned by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the Existing Co-Owners), \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Position of the Existing Co-Owners in the Firm). The change in the ownership would be effective from \_\_\_\_\_\_\_\_\_ (Date from which the Ownership of the new owner will be effective).

We intend to notify you, through this letter, that there is no change in the management and policies of the store. We make certain you that we are going to sustain the repute and standing that we have managed to build for over \_\_\_\_\_\_\_\_\_\_\_\_\_ (Number of years of firm’s existence), by assuring you that the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Propose the plans). We had to take the step of changing the ownership of the firm because \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mention the reason) but we ensure you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the New Owner) would handle the store with his/her \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Qualities/Experience possessed by the New Owner).

You have always been our valued client and have trusted us from the very beginning and also in all the odds for which we are very thankful and grateful to you. Expecting to seek the same shortly.

Thanking You,

Yours Faithfuly,

Name and Signature.