

[Addressee]

[Supplier company]

[Supplier address]

[Supplier address]

[Supplier address]

[Supplier address]

[Date]

Dear [salutation],

**Re: Contract Reference [contract #] for the delivery of, [One line description of services:]**

Please note that with effect from **8 December 2022**, [Rathbone company] has changed its name to [Rathbones company].

Our [Company House, VAT] and regulated authority numbers, and our bank account details remain unchanged.

Please ensure payments and all future correspondence refers to the [Rathbones company].

Should you have any queries, please contact [insert contact details].

Your sincerely,

Name (please print):

.....

Date:

.....

Authorised Signature:

.....

For and on behalf of [Rathbones company]