

**SAMPLE LETTER FOR CHANGE OF NAME OR
ADDRESS**

(To be submitted on **new** letterhead)

Dear: _____

Agreement # _____

The purpose of this letter is to provide information regarding our official name, address and federal vendor/taxpayer ID number.

Our legal name and/or address has changed from:

To the following:

Our federal ID number is:

Sincerely

**SHOULD BE SIGNED BY SOMEONE WITH LEGAL AUTHORITY TO SIGN
CONTRACTS.**