[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Announcement for Customer**

Dear [Name of the Recipient],

As we have known each other for so many years since I was the one handling your account at Brock Ltd. I know that you have always been impressed with my services and often appreciated me a lot. However, I just want to let you know that I have left Brock Ltd. due to some personal reasons.

I have started my own business setup named, Best Choice Pvt. Ltd. The main purpose of writing this letter is to let you know that I would like to serve your organization with a new identity. I hope that you will come to visit us as soon as possible and we can spend some time together where I will further let you know about the scope of my business.

I will be looking forward to seeing you soon. Thanks a lot!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]

[Sender Contact Details]