**SAMPLE COMMUNICATION FOR VENDORS, PARTNERS, AGENCIES, OTHERS**

[Date]

[Name, Title]

[Agency Name]

[Street Address]

[City, State, ZIP Code]

Dear [Name, Title],

Effective September 1, 2017, Augsburg will be named “Augsburg University.” Please update your records.

Augsburg will continue to educate students at its campus in Minneapolis and its teaching site in Rochester. All of our contact information for faculty and staff in Minneapolis and Rochester -- phone numbers, fax numbers, mailing addresses, and websites -- will remain the same.

**[Optional]** The change is on record with the Minnesota Secretary of State. The name change was approved by the Augsburg Board of Regents on October 15, 2016, and by the Augsburg Corporation on March 2, 2017, was made after a thorough review that included studying the process and impact of name changes by other institutions, conducting market research, and holding a range of open dialogue sessions with a broad set of stakeholders, including students, alumni, faculty, staff, and regents. Our new name reflects the reality of our academic mission: Augsburg offers robust graduate, international, and research programs—all of which are expected of a university.

You can learn more about this change through a portion of our website at <http://www.augsburg.edu/university>.

If you have questions - or if there is more information you need to complete this change - please contact me at [contact information].

Sincerely,

[Your Name]

[Title]