

**OPTION 1: Changing corporate name, cancelling dba name(s)**

*Options 2-5 on the following pages.*

[company letterhead]

[date]

Michigan Department of State  
Bureau of Driver and Vehicle Programs  
Business Licensing Section  
430 W. Allegan, 3rd Floor  
Lansing, MI 48918

**RE: Dealer license # [license #]  
Repair facility license # [license #]**

To whom it may concern,

Please accept this letter as notification that [dealership] will be adding the [franchise name(s)] franchise(s) from [manufacturer], effective [date]. Enclosed is a copy of the signed dealer agreement. We no longer have an agreement to sell new franchised [name of franchise] vehicles. (Our remaining franchise agreement(s) with [other franchise(s)] will remain active and should be current with your department.)

We are in the process of applying for a corporate name change with the Department of Licensing and Regulatory Affairs and will submit that information as soon as it is available. Our proposed name will be [new name]. We would also like to cancel the following dba name(s) [dba to be canceled].

From this point forward, we will use our corporate name, [corporate name] for the dealer license (and the repair facility license).

**OR** (Our repair facility agreement will remain the same.) **OR** (We will also be closing our repair facility, effective at the same time. Enclosed, please find the original repair facility license.) **OR** (We have arranged to have vehicle repairs handled at another location. Enclosed, please find the service facility agreement.)

If you have any questions, please contact me at [phone].

Sincerely,

[name]

[title of owner]

**OPTION 2: Changing corporate name, changing dba name(s)**

[company letterhead]

[date]

Michigan Department of State  
Bureau of Driver and Vehicle Programs  
Business Licensing Section  
430 W. Allegan, 3rd Floor  
Lansing, MI 48918

**RE: Dealer license # [license #]  
Repair facility license # [license #]**

To whom it may concern,

Please accept this letter as notification that [dealership] will be adding the [franchise name(s)] franchise(s) from [manufacturer], effective [date]. Enclosed is a copy of the signed dealer agreement. We no longer have an agreement to sell new franchised [name of franchise] vehicles. (Our remaining franchise agreement(s) with [other franchise(s)] will remain active and should be current with your department.)

We are in the process of applying for a corporate name change with the Department of Licensing and Regulatory Affairs and will submit that information as soon as it is available. Our proposed name will be [new name]. We would also like to change the following dba name(s) [dba to be changed].

From this point forward, we will use the name, [name to be used] for the dealer license (and the repair facility license).

**OR** (Our repair facility agreement will remain the same.) **OR** (We will also be closing our repair facility, effective at the same time. Enclosed, please find the original repair facility license.) **OR** (We have arranged to have vehicle repairs handled at another location. Enclosed, please find the service facility agreement.)

If you have any questions, please contact me at [phone].

Sincerely,

[name]

[title of owner]

**OPTION 3: Changing dba name(s)**

[company letterhead]

[date]

Michigan Department of State  
Bureau of Driver and Vehicle Programs  
Business Licensing Section  
430 W. Allegan, 3rd Floor  
Lansing, MI 48918

**RE: Dealer license # [license #]  
Repair facility license # [license #]**

To whom it may concern,

Please accept this letter as notification that [dealership] will be adding the [franchise name(s)] franchise(s) from [manufacturer], effective [date]. Enclosed is a copy of the signed dealer agreement. We no longer have an agreement to sell new franchised [name of franchise] vehicles. (Our remaining franchise agreement(s) with [other franchise(s)] will remain active and should be current with your department.)

We are in the process of changing our dba name with the Department of Licensing and Regulatory Affairs and will submit that information as soon as it is available.

(We will no longer be doing business under our corporate name of [corporate name].) From this point forward, we will use [name to be used] for the dealer license (and the repair facility license).

(Our repair facility agreement will remain the same.) **OR** (We will also be closing our repair facility, effective at the same time. Enclosed, please find the original repair facility license.) **OR** (We have arranged to have vehicle repairs handled at another location. Enclosed, please find the service facility agreement.)

If you have any questions, please contact me at [phone].

Sincerely,

[name]  
[title of owner]

**OPTION 4: Corporate name stays the same, add dba name(s)**

[company letterhead]

[date]

Michigan Department of State  
Bureau of Driver and Vehicle Programs  
Business Licensing Section  
430 W. Allegan, 3rd Floor  
Lansing, MI 48918

**RE: Dealer license # [license #]  
Repair facility license # [license #]**

To whom it may concern,

Please accept this letter as notification that [dealership] will be adding the [franchise name(s)] franchise(s) from [manufacturer], effective [date]. Enclosed is a copy of the signed dealer agreement. We no longer have an agreement to sell new franchised [name of franchise] vehicles. (Our remaining franchise agreement(s) with [other franchise(s)] will remain active and should be current with your department.)

Our corporate name will remain the same; however, we are in the process of changing our dba name with the Department of Licensing and Regulatory Affairs and will submit that information as soon as it is available. Our new dba name will be [name to be used], which we will use on our dealer license (and the repair facility license).

If you have any questions, please contact me at [phone].

Sincerely,

[name]

[title of owner]

**OPTION 5: No name change**

[company letterhead]

[date]

Michigan Department of State  
Bureau of Driver and Vehicle Programs  
Business Licensing Section  
430 W. Allegan, 3rd Floor  
Lansing, MI 48918

**RE: Dealer license # [license #]  
Repair facility license # [license #]**

To whom it may concern,

Please accept this letter as notification that [dealership] will be adding the [franchise name(s)] franchise(s) from [manufacturer], effective [date]. Enclosed is a copy of the signed dealer agreement. We no longer have an agreement to sell new franchised [name of franchise] vehicles. (Our remaining franchise agreement(s) with [other franchise(s)] will remain active and should be current with your department.)

(Our repair facility agreement will remain the same.) **OR** (We will also be closing our repair facility, effective at the same time. Enclosed, please find the original repair facility license.) **OR** (We have arranged to have vehicle repairs handled at another location. Enclosed, please find the service facility agreement.)

We will continue to use our corporate name of [dealership's name].

If you have any questions, please contact me at [phone].

Sincerely,

[name]

[title of owner]