

ABC Community Care

999 Beach Side Court, Sacramento, CA 95814

P: (999) 555-2626

Email: JaneDoe@abccommunitycare.org

March 15, 2019

Department of Health Care Services

Provider Enrollment Division

MS 4704

P.O. Box 997412

Sacramento, CA 95899-7412

RE: **CHANGE OF NAME** Notification for Family First

To Whom It May Concern,

This letter serves as a notification that ABC Community Care intends to **Change the Name** of our intermittent clinic from Family First to Family Community Care.

Parent Clinic

Facility name: California Care

Facility address: 1899 Beach Drive, Sacramento, CA 95814

License number: 333333333

Federal Employer Identification Number: 222222222

National provider identifier (NPI): 1234567890

Contact information: Jane Doe

Phone number: 999-555-2626

Email: JaneDoe@abccommunitycare.org

Intermittent Clinic

Facility name: Family Community Care

Facility address: 1800 Beach Drive, Sacramento, CA 95814

National provide identifier (NPI): 1234567890

Operational start date: January 1, 2019

Contact information: Wain Jones

Phone number: 999-555-0695

Email: Wain.Jones@abccommunitycare.org

Hours of Operation: Mon-Fri, 8am to 5pm; closed 12pm to 1pm for lunch; total 40hrs/ week

Should you have any questions, I will be the direct contact regarding this Change of Name notification.

Sincerely,

Jane Doe

Jane Doe, CEO/President

SAMPLE