

April 2025

To Whom it May Concern

Dear Sir / Madam

We are writing to inform you of an important update regarding our company's email domain. We are transitioning from @timefreq.com to @brandywinecomm.com.

This change is part of the ongoing streamlining process and alignment with our sister company's branding as Brandywine Communications.

What you need to know:

- With immediate effect, all official email correspondence from our team will be sent from addresses ending in @brandywinecomm.com.
- Please update your address book and any saved contact information to reflect this change.
- Emails sent to @timefreq.com addresses will be automatically forwarded to the corresponding @brandywinecomm.com addresses for a period of time, however, we encourage you to update your records as soon as possible to ensure seamless communication.
- This change only affects our email addresses; our company name, phone numbers and postal address remain the same.

We understand that changing email addresses can sometimes cause inconvenience, and we appreciate your cooperation in updating your contact information. We are committed to ensuring a smooth transition and minimising any disruption to our communication.

If you have any questions or concerns regarding this change, please do not hesitate to contact us

Yours faithfully



Dan Bunn
Managing Director