

**Dear [Recipient's Name],**

We hope this message finds you well. We are writing to inform you that we have changed our mailing address.

Effective immediately, please send all correspondence to our new address:

**[New Mailing Address]**

Thank you for your attention to this matter. We appreciate your understanding and look forward to continuing our relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]