

Office Transfer Notice

Date: [Insert Date]

To: [Insert Contact Name]

Company: [Insert Company Name]

Address: [Insert Company Address]

Dear [Insert Contact Name],

We are writing to inform you that our office is relocating. Effective [Insert Move Date], our new address will be:

[New Office Address]

All other contact details, including our phone numbers and email addresses, will remain the same. Please update your records accordingly.

We appreciate your understanding and look forward to continuing our partnership from our new location.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Current Office Address]

[Phone Number]

[Email Address]