

# Notice of Office Move

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

This letter serves as a formal notice regarding our upcoming office relocation. We are excited to announce that we will be moving to a new location effective [Move Date]. Our new address will be:

[New Office Address]

We anticipate this move will enhance our operations and better serve our clients. The last day of operations at the current office will be [Last Day in Current Office], and we will be fully operational at the new location starting [First Day at New Office].

Should you have any questions or require additional information, please do not hesitate to reach out.

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]