

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that [Your Business Name] will be relocating its business premises. The new address will be:

[New Address]

The move is scheduled to take place on [Date of Move]. Our phone numbers and email addresses will remain the same.

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 Name]

[Your Contact Information]