

# Change of Office Address Notification

Date: [Insert Date]

To: [Board Director's Name]

[Board Director's Position]

[Company Name]

[Old Address]

Dear [Board Director's Name],

We are writing to formally notify you that our office address has changed. Effective [Effective Date], our new address will be:

[New Company Address]

[City, State, Zip Code]

Please update your records accordingly. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]