

Notification of Address Change

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a change in our address as we prepare for our upcoming event.

Effective [Effective Date], our new address will be:

[Your New Address]

Please update your records accordingly. We look forward to welcoming you to our event at the new location.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]