

Address Change Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that our company, [Your Company's Name], will be relocating to a new address effective [Effective Date].

Our new address will be:

[New Address]

We want to assure you that this change will not affect our commitment to providing you with the highest level of service. All other contact details, including our phone number and email address, will remain the same.

Thank you for your continued support, and we look forward to serving you from our new location.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Contact Information]