

# Business Premises Transition Notification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing to formally notify you about the upcoming transition of our business premises. As part of our growth and development strategy, we will be relocating our operations from [Current Address] to [New Address]. This move is scheduled for [Moving Date].

Our new location will allow us to better serve our clients and enhance our operational capabilities. Please be assured that we are committed to ensuring a smooth transition and will take all necessary steps to minimize any disruption to our services.

We appreciate your understanding and support during this period. Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]