

Official Business Relocation Notice

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you that [Your Company Name] will be relocating our business operations to a new address effective [Relocation Date]. Our new address will be:

[New Address]

This change is being made to better serve our clients and to accommodate our growing business needs. We remain committed to providing you with the highest quality of service throughout this transition.

Our phone numbers and email addresses will remain the same for your convenience. Please feel free to reach out to us if you have any questions or concerns regarding this move.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]