

Address Modification Notification

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our company's address.

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

[New Address]

Please update your records accordingly. All future correspondence and shipments should be directed to this new address. Our contact numbers and email addresses remain unchanged.

We appreciate your attention to this matter and look forward to continuing our successful partnership.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]