

Business Site Relocation Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally notify you that [Your Company Name] will be relocating our business premises to a new address. Effective [Effective Date], our new address will be:

[New Company Address]

[City, State, Zip Code]

Please update your records accordingly. Our contact information, including telephone and email addresses, will remain the same:

Phone: [Your Phone Number]

Email: [Your Email Address]

We apologize for any inconvenience this may cause and appreciate your understanding as we transition to our new location. If you have any questions regarding this relocation, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]