

Office Relocation Notice

Dear Valued Supplier,

We hope this message finds you well. We are writing to inform you that our office will be relocating to a new address effective [Date of Relocation].

Our new address will be:

[New Office Address]

We kindly ask you to update your records accordingly and direct all future correspondence, shipments, and services to our new office location. Our phone numbers and email addresses will remain the same, so you can continue to reach us as usual.

We appreciate your support and cooperation during this transition. Should you have any questions, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]