

Notice of Change of Business Address

Date: [Insert Date]

[Your Company Name]
[Your Old Address Line 1]
[Your Old Address Line 2]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you that effective [Effective Date], our business will be relocating to a new address. Please update your records with our new contact information as follows:

[Your Company Name]
[Your New Address Line 1]
[Your New Address Line 2]
[City, State, Zip Code]
[New Phone Number (if applicable)]
[New Email Address (if applicable)]

We appreciate your attention to this matter and look forward to continuing our business relationship from our new location.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]