

Notification of Change in Business Location

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that [Your Company Name] will be relocating its business office effective [Effective Date]. Our new address will be:

[New Business Address]
[City, State, Zip Code]

We are excited about this change and believe it will better serve our customers and clients. Please feel free to reach out to us at our new location or contact us via [Email/Phone Number] for any questions or concerns.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]