

Important Update: New Address Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we have recently changed our address. Please update your records accordingly.

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

For any correspondence or inquiries, please use the new address effective immediately.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]