

Moving Notice

Date: [Insert Date]

To Whom It May Concern,

We would like to inform you that [Your Organization Name] will be relocating to a new address. Our new location will be effective from [Move Date].

New Address:

[New Address Here]

All services will continue without interruption, and we are committed to providing the same level of support to our community during this transition.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization Name]