

Notification of Office Relocation

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that as of [Insert Move Date], [Social Service Agency Name] will be relocating to a new address.

Our new address will be:

[New Address]

All telephone numbers and email addresses will remain the same. Our service hours will also remain unchanged. We are excited about this move as it will allow us to serve you better.

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

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Title]
[Social Service Agency Name]