

# Relocation Announcement

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you of our upcoming relocation. Effective [Insert Relocation Date], [Organization Name] will be moving to our new address:

**[New Address Line 1]**

[New Address Line 2]

[City, State, Zip Code]

All services will continue uninterrupted during this transition. Please update your records with our new address. We appreciate your understanding and support as we make this change.

If you have any questions or need further assistance, do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]