

# Notification of New Location

Dear [Recipient's Name],

We are excited to announce that [Agency Name] has moved to a new location effective [Date]. This change will allow us to better serve our community and expand our services.

**New Address:**

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

Our phone number and email address will remain the same:

**Phone:** [Phone Number]

**Email:** [Email Address]

We look forward to welcoming you to our new location. Thank you for your continued support!

Sincerely,

[Your Name]

[Your Title]

[Agency Name]