

Announcement of Relocation

Dear Valued Community Members,

We are excited to announce that [Agency Name] will be relocating to a new office space as of [Relocation Date]. This move will allow us to better serve our community and enhance our services.

Our new address will be:

[New Address]

We will continue to provide the same high-quality services you have come to expect from us. Our phone number and email address will remain the same, so you can reach us easily.

Please join us for an open house at our new location on [Open House Date] from [Start Time] to [End Time]. We would love to welcome you and show you around our new space.

Thank you for your continued support and understanding during this transition. We look forward to serving you from our new location.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Phone Number]

[Email Address]