

Important Announcement: Office Relocation

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that our social service agency will be relocating to a new office space effective [Date].

The new address will be:

[New Address]

This move is an exciting opportunity for us to enhance our services and better serve our community. Our new location will allow us to [mention any benefits e.g., offer more resources, access to better facilities, etc.].

Please note that our contact number and email will remain the same:

Phone: [Your Phone Number]

Email: [Your Email Address]

We appreciate your understanding during this transition period and look forward to continuing to work together in our new space.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]