

Important Relocation Announcement

Dear Stakeholders,

We are excited to inform you that our social service agency will be relocating to a new facility as part of our efforts to better serve our community.

New Address:

Address: 123 New Avenue, Suite 456
City, State, Zip: Springfield, ST 12345

Date of Relocation:

Our move will take place on **March 15, 2024**. We will resume normal operations at the new location on **March 16, 2024**.

Contact Information:

Our phone number and email will remain the same:

Phone: (123) 456-7890
Email: info@socialserviceagency.org

We appreciate your continued support and look forward to welcoming you to our new home.

Best regards,
The Management Team
Social Service Agency