

Transition Announcement

Dear [Recipient's Name],

We are excited to announce an important transition in our agency's operations. As of [Effective Date], our social service agency will be moving its operating base from [Current Location] to [New Location].

This transition aims to enhance our services and provide better access to our community. Our new facility will allow us to expand our programs and serve you more effectively.

What this means for you:

- Our services will continue uninterrupted during the transition.
- All contact information will remain the same, including phone numbers and emails.
- We will host an open house on [Open House Date] to welcome you to our new location and introduce you to our team.

We appreciate your understanding and support during this transition. Should you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for being a valued member of our community.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]