

# Important Update: New Office Address

Dear Community Members,

We hope this message finds you well. We are excited to announce that our social service agency has moved to a new office location. This change will allow us to serve you better and enhance our community programs.

**New Office Address:**

123 New Street

Cityville, ST 12345

Our phone number and email remain the same. We look forward to welcoming you to our new office and continuing to support you and your needs.

Thank you for your continued support!

Sincerely,  
[Your Agency Name]  
[Your Name]  
[Your Title]