

# Important Update: Office Move Announcement

Dear Team,

We hope this message finds you well. We are writing to inform you about the upcoming move of our social service agency's office.

**New Address:**

123 New Street,  
City, State, ZIP Code

**Date of Move:** [Insert Date Here]

As part of our effort to better serve our community, this move will provide us with enhanced space and resources. We want to ensure that the transition is as smooth as possible for everyone.

Please be aware of the following details:

- All operations will continue as normal until the day of the move.
- We will provide further information on how to assist with the move in the coming weeks.
- There will be a temporary disruption of services during the move, and we will communicate specific timelines.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation and support during this transition.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]