

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that we have recently changed our business address. Please update your records accordingly:

New Address:

[Your Company Name]

[New Street Address]

[City, State, Zip Code]

Our telephone number and email address remain unchanged. We appreciate your attention to this matter and look forward to continuing our business relationship.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]