

Notification of Change in Office Premises

Date: [Insert Date]

[Service Provider Name]

[Service Provider Address]

Dear [Service Provider Contact Name],

We hope this message finds you well. We are writing to inform you that [Your Company Name] will be relocating to a new office premises effective [Effective Date].

The new address is as follows:

[New Office Address]

All other contact information remains the same. We kindly request you to update your records accordingly. We appreciate your continued support and look forward to our ongoing collaboration from our new location.

If you have any questions or need further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]