

# Notice of Change of Workplace Address

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company Name]

Subject: Notification of New Workplace Address

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you that effective [Insert Effective Date], our company has relocated to a new address.

**New Address:**

[Insert New Address]

[City, State, Zip Code]

Please update your records accordingly. All future communications and shipments should be directed to the new address. Our phone numbers and email addresses will remain the same.

We appreciate your attention to this matter, and we look forward to continuing our business relationship from our new location.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]