

Office Transition Announcement

Date: [Insert Date]

Dear Media Contacts,

We are writing to inform you about an important transition in our office. As of [Insert Transition Date], our office will be moving to a new location. Our new address will be:

[Insert New Address]

We believe that this move will enhance our ability to serve the community and improve our operations. We will continue to provide the same level of service and commitment you have come to expect from us.

Please feel free to reach out with any questions or requests for information regarding this transition. We appreciate your ongoing support and look forward to continuing our partnership.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]