

Relocation Announcement

Dear [Community Name],

We are excited to announce that [Your Company/Organization Name] will be relocating to a new facility on [Relocation Date]. Our new address will be:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

This relocation represents a significant milestone for us, and we are eager to continue serving our community from our new location. We want to express our sincere gratitude for your support over the years and hope to continue that relationship in the future.

If you have any questions or would like more information about our move, please feel free to contact us at [Your Contact Information].

Thank you for your continued support!

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]