

Notification of Change of Embassy Location

[Your Name]
[Your Position]
[Embassy Name]
[Current Address]
[City, Country]
[Email Address]
[Date]

[Recipient Name]
[Recipient Position]
[Organization/Office Name]
[Recipient Address]
[City, Country]

Dear [Recipient Name],

We are writing to inform you that the [Embassy Name] will be relocating to a new address. Effective [Effective Date], our new location will be:

[New Embassy Address]
[City, Country]

We will continue to provide the same level of service and support from our new premises. Should you have any questions or need assistance during this transition, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Embassy Name]