

Embassy of [Country Name]

[Date]

Dear [Recipient's Name],

We are writing to inform you that the Embassy of [Country Name] will be relocating to a new address effective [Move Date]. Our new address will be:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

[Country]

Our phone number and email address will remain the same:

Phone: [Phone Number]

Email: [Email Address]

We appreciate your understanding during this transition. Our services will remain uninterrupted, and we look forward to welcoming you at our new location.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

Embassy of [Country Name]