Embassy of [Country Name]

[Embassy Address Line 1]

[Embassy Address Line 2]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

We would like to inform you that the Embassy of [Country Name] has moved to a new address. The updated address is as follows:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

Effective from [Effective Date], all correspondence and visits should be directed to the new address. We apologize for any inconvenience this may cause and appreciate your understanding.

Should you have any questions or require further assistance, please do not hesitate to contact us at the above-mentioned email or phone number.

Sincerely,

[Your Name]

[Your Position]

Embassy of [Country Name]