

Embassy Relocation Announcement

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that the [Country Name] Embassy will be relocating to a new address. This decision has been made to better serve our community and enhance our facilities.

The new address will be:

[New Address Line 1]

[New Address Line 2]

[City, State, ZIP Code]

The relocation will take place on [Insert Relocation Date]. We will be closed for services during the move, but our operations will resume at the new location on [Insert Date of Resumption].

We appreciate your understanding and support during this transition. Should you have any questions or require further information, please do not hesitate to contact our office.

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Embassy Name]