

Service Relocation Authorization Letter

Date: [Insert Date]

To,

[Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Authorization for Relocation of Services

We are writing to formally authorize the relocation of the services provided by [Contractor's Company Name] from [Current Location] to [New Location] as discussed during our recent meetings.

The relocation is scheduled to take place on [Date of Relocation]. We expect that all services will be operational at the new location by [Operational Date]. Please ensure that all necessary equipment and personnel are prepared for the move.

We appreciate your prompt attention to this matter. Should you require any further information or assistance during the relocation process, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]