

Service Relocation Follow-Up

Date: [Insert Date]

To: [Service Provider Name]

[Service Provider Address]

Dear [Service Provider Contact Name],

I hope this message finds you well. I am writing to follow up on the recent relocation of our services as discussed in our previous correspondence dated [Insert Previous Correspondence Date].

As you are aware, we relocated our [Specify Services or Equipment] to [New Location] on [Relocation Date]. We would like to confirm the successful transfer and ensure that all maintenance services are in place and operational.

Please provide us with the following information:

- Status of the services at the new location
- Any issues encountered during the relocation
- Maintenance schedule for the upcoming weeks
- Contact person for any further assistance

Thank you for your attention to this matter. We appreciate your prompt response so we can ensure a seamless transition.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]