

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your subscription services.

As part of our ongoing efforts to enhance our services, we will be relocating our operations to a new facility. This change will allow us to serve you better and provide you with an improved experience.

New Service Location:

[New Address]

The relocation will take place on [Relocation Date]. Please note that during this transition period, there may be brief interruptions to our services. We appreciate your understanding and assure you that we are working diligently to minimize any inconvenience.

What You Need to Know:

- Your subscription will remain active and unaffected during this transition.
- All services will continue to be available at the new location starting [Start Date].
- If you have any questions or need assistance, please do not hesitate to contact us at [Customer Service Contact Information].

Thank you for your continued support and understanding. We look forward to serving you from our new location.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]