

Service Relocation Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that our services will be relocating to a new address effective [Insert Relocation Date]. The new address will be:

[New Address]

We want to assure you that we will continue to provide the same level of service you have come to expect from us. Our contact numbers and email addresses will remain unchanged.

We appreciate your understanding during this transition and look forward to serving you at our new location.

If you have any questions regarding this change, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company]