

Notice of Relocation

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

Dear [Borrower's Name],

We are writing to formally notify you that [Your Company/Institution Name] will be relocating to a new address effective [Effective Date of Relocation]. The new address will be:

[New Company Address]

We would like to inform you that this relocation will have implications for your loan agreement with us. Specifically, the changes will include:

- Updated contact information for any correspondence related to your loan.
- Potential adjustments in payment schedules or payment methods due to the change in our processing facilities.
- Revised terms and conditions, if necessary, to reflect the operational changes.

We assure you that we are making every effort to ensure a smooth transition and minimize any disruption to your loan agreement. Please do not hesitate to reach out to us at [New Phone Number] or [New Email Address] for any questions or concerns regarding your loan.

Thank you for your understanding and cooperation during this transition period.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Institution Name]