

Formal Notice of Business Relocation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We would like to formally notify you that [Your Company Name] will be relocating its business effective [Relocation Date]. Our new address will be:

[New Company Address]

We are committed to ensuring a smooth transition and will continue to provide the same level of service you have come to expect from us. Please update your records accordingly.

Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]