

# Notice of Business Premises Relocation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

Dear [Recipient's Name],

We are writing to inform you about an important change that will affect our operations. As part of our ongoing efforts to enhance our services and improve our facilities, [Your Company Name] will be relocating our business premises to a new address effective [Relocation Date].

The new address will be:

[New Company Address]

[City, State, Zip Code]

Please be advised that during the relocation process, there may be some service interruptions. We anticipate that these service interruptions will occur from [Start Date] to [End Date]. We understand the inconvenience this may cause and are making every effort to minimize disruptions.

We appreciate your understanding and support during this transition period. Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]