

Business Premises Relocation Confirmation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally confirm the relocation of our business premises as stipulated in our lease agreement dated [Insert Lease Date]. Our new address will be:

[New Business Address]
[City, State, Zip Code]

Effective from [Insert Relocation Date], all correspondence, deliveries, and business operations will be conducted at the new location. We kindly request that you update your records accordingly.

We appreciate your understanding and support during this transition. Should you have any questions or require further assistance, please do not hesitate to reach out.

Thank you for your attention to this matter.

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