

# Business Premises Relocation Notification

Date: [Insert Date]

To: [Local Authority Name]

[Authority Address]

[City, State, Zip Code]

Dear [Recipient's Name or Local Authority],

We wish to inform you that [Your Business Name] will be relocating its business premises from [Current Address] to [New Address]. The move is scheduled to take place on [Date of Move].

This decision has been made to better serve our customers and enhance our operational capabilities. The new location is fully equipped and will allow us to continue providing our services without interruption.

Please update your records accordingly. If you require any further information or documentation regarding our relocation, do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Phone Number]

[Your Business Email Address]