

Notice of Business Premises Relocation

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that we will be relocating our business premises as part of our expansion strategy.

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

Effective Date: [Date]

Please update your records accordingly and direct all future correspondence and deliveries to our new address starting from the effective date mentioned above.

We greatly appreciate your continuous support and understanding during this transition. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]