

Notice of Change

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an important change at our law firm that may affect you.

Effective [Effective Date], [Law Firm Name] will be [describe the change, e.g., relocating to a new office, changing ownership, updating our practice area, etc.]. The new details are as follows:

New Address:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

Please note that our contact number and email address will remain the same:

Contact Number: [Phone Number]

Email: [Email Address]

We want to assure you that we remain committed to providing you with the highest level of service and support during this transition. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your continued trust and partnership.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]