

# Next of Kin Notification

Date: **[Insert Date]**

To: **[Next of Kin's Name]**

[Next of Kin's Address]

[City, State, Zip Code]

Dear [Next of Kin's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding the relocation of [Name of the Individual being relocated].

[Name of the Individual] will be relocating to [New Address] effective [Relocation Date]. This change is part of our efforts to ensure [brief reason for relocation, e.g., better living conditions, access to healthcare, etc.].

We understand how important it is for you to be in the loop regarding these changes. Please rest assured that [Name of the Individual] will continue to receive the necessary support during this transition.

If you have any questions or need further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Your Contact Information]