

Confirmation of Business Relocation Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the approval for the relocation of our business as requested. The details of the relocation are as follows:

- **New Address:** [Insert New Address]
- **Effective Date:** [Insert Effective Date]
- **Contact Person:** [Insert Contact Person's Name]
- **Contact Number:** [Insert Contact Number]

We appreciate your support and cooperation throughout this process. Should you have any further questions or require additional information, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]