

# Notification of Business Relocation Approval

**Date:** [Insert Date]

**To:** [Insert Recipient's Name]

**From:** [Insert Your Name]

**Company:** [Insert Your Company Name]

**Address:** [Insert Your Company Address]

Dear [Recipient's Name],

We are pleased to inform you that your request for the relocation of [Insert Business Name] has been approved. The relocation is scheduled to take place on [Insert Relocation Date].

The new address will be:

[Insert New Address]

We appreciate your cooperation during this transition and look forward to a successful move. Should you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]