

# Office Move Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Office Relocation Announcement

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you that [Your Company Name] will be relocating our office to a new address effective [Move Date]. Our new office is located at:

**[New Address]**

This move is part of our ongoing growth and commitment to providing the best possible service to our clients. We anticipate a smooth transition and will do our best to minimize any disruptions during this period.

Please update your records accordingly and direct all future correspondence to our new address starting on [Move Date]. Our telephone numbers and email addresses will remain unchanged.

We appreciate your continued support and look forward to a successful partnership in our new location.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]