

Notice of Change of Office Space

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

Dear [Supplier's Name],

We are writing to inform you that our office location is changing. Effective [Insert Date of Move], our new address will be:

[New Office Address]

Please ensure that all future correspondence and deliveries are sent to our new address starting from the effective date. We appreciate your cooperation during this transition.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]