

Notice of Office Space Transition

Dear [Partner's Name],

We are excited to inform you about an upcoming transition in our office space. As we strive to improve our working environment and enhance collaboration, we will be relocating to a new office starting on [Transition Date].

The new address will be:

[New Office Address]

We believe this transition will benefit our operations and support our continued growth. Please feel free to reach out if you have any questions or require further information.

Thank you for your continued partnership!

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]