

# Relocation Notification

Dear [Associate's Name],

We hope this message finds you well. We are writing to inform you of our upcoming relocation to a new office space.

**New Address:**

[New Office Address]

[City, State, Zip Code]

**Relocation Date:**

[Date of Relocation]

Please note that all correspondence and meetings will continue as usual; only our physical location will change. We look forward to welcoming you at our new premises.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]