

Dear Valued Customer,

We hope this message finds you well. We are excited to announce that we are relocating our office to a new location to better serve you!

New Address:

123 New Avenue,
Suite 456,
City Town, ST 12345

Effective Date:

Our new office will officially open on **January 1, 2024**.

Contact Information:

Please note that our phone number and email address will remain the same:

Phone: (123) 456-7890

Email: support@ourcompany.com

Thank you for your continued support and loyalty.

Warm regards,
The Our Company Team