

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you that our business address has recently changed.

Our new address is:

123 New Street,
Cityville, State, 12345

Please update your records accordingly. We apologize for any inconvenience this may cause and appreciate your understanding.

Thank you for your continued support!

Sincerely,
[Your Company Name]
[Your Contact Information]