

Change of Address Notification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

Dear [Supplier Name],

We are writing to inform you that our company has changed its address. Please update your records accordingly:

New Address:

[New Company Name]

[New Street Address]

[City, State, Zip Code]

[Country]

All future correspondence and shipments should be directed to our new address. We appreciate your attention to this matter and look forward to continuing our relationship.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Phone Number]

[Email Address]