

Notification of Change of Business Premises

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To Whom It May Concern,

We are writing to inform you that [Your Company Name] will be relocating to a new business premises effective [Effective Date]. Our new address will be:

[New Company Address]

[City, State, Zip Code]

All other contact details, including our phone number and email, will remain the same. We appreciate your understanding during this transition and look forward to continuing our business relationship from our new location.

If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]