

# Office Relocation Notification

Dear [Business Associate's Name],

We are writing to inform you that [Your Company Name] will be relocating our office as of [Date]. Our new address will be:

[New Office Address]  
[City, State, Zip Code]

We are excited about this change and believe that our new office will provide us with a better environment to serve you. Please update your records accordingly.

If you have any questions, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]