

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you that we have relocated our office to a new address. Effective [date], our new address will be:

[New Office Address]

All other contact information remains the same. We look forward to welcoming you to our new office and continuing our successful partnership.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]