

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Partner's Name]

[Partner's Company Name]

[Partner's Company Address]

[City, State, ZIP Code]

Dear [Partner's Name],

We are excited to inform you that [Your Company Name] has moved to a new office location. Our new office address is:

[New Office Address]

[City, State, ZIP Code]

The move took place on [Moving Date], and we are eager to welcome you to our new space. We believe this change will enhance our collaboration and provide us both with new opportunities for growth.

Please feel free to visit us and see our new office. We look forward to continuing our successful partnership.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]