

# Partnership Notification

Date: [Insert Date]

To,  
[Partner's Name]  
[Partner's Address]  
[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you about the relocation of our office as part of our ongoing efforts to enhance our operational capabilities.

Our new address, effective [Insert Date], will be:

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

We appreciate your support and understanding during this transition. Our phone numbers and email addresses will remain the same, and we look forward to continuing our collaboration from our new location.

Thank you for your continued partnership.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[Your Company Phone Number]