

Relocation Notification

Date: [Insert Date]

Dear [Business Partner's Name],

We hope this message finds you well. We are writing to inform you that [Your Company Name] will be relocating to a new facility. Our new address will be:

[New Address Line 1]

[New Address Line 2]

[City, State, Zip Code]

The relocation will take place on [Relocation Date]. We expect to resume normal operations on [Expected Operations Resumption Date]. Our phone numbers and email addresses will remain the same.

We are excited about this move and believe it will enhance our ability to serve you better. Please update your records accordingly.

Thank you for your continued partnership and support. If you have any questions or require further information, please don't hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]