

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our business operations.

As part of our ongoing efforts to enhance our services and better accommodate our team, we are relocating our office to a new address. Effective [Date], our new location will be:

[New Office Address]

We believe that this move will provide us with an improved workspace that fosters collaboration and innovation. Our phone numbers and email addresses will remain the same, ensuring uninterrupted communication.

We value our partnership and look forward to continuing our work together from our new office. Should you have any questions or require further information regarding this transition, please do not hesitate to reach out.

Thank you for your understanding and continued support.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]