

[Your Company Name]  
[Current Address Line 1]  
[Current Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Title/Company]  
[Recipient Address Line 1]  
[Recipient City, State, Zip Code]

Subject: Notice of Business Relocation

Dear [Recipient Name],

We are writing to formally announce that [Your Company Name] will be moving to a new location effective [Date of Move].

Our new office address will be:

**[New Company Name]**  
**[New Address Line 1]**  
**[New Address Line 2]**  
**[New City, State, Zip Code]**

Please note that our phone numbers and email addresses will remain the same. Our current office will officially close on [Last Date at Old Location] to facilitate the move. We will resume full operations at our new location on [Reopening Date].

During this transition period, there may be a brief delay in our response times. We appreciate your patience as we upgrade our facilities to better serve you. Please update your records to reflect our new contact information for all future correspondence and deliveries.

Thank you for your continued support and partnership.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]