

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Subject: Announcement of Relocation - The Next Chapter

Dear [Name],

I am writing to share some exciting news regarding a new journey I am about to begin. I will be relocating to [New City/State] on [Date] to start the next chapter of my life.

This move represents a significant step forward for me, whether it be for [personal growth / a new career opportunity / being closer to family]. While I am eager for this fresh start, I will truly miss the community and the relationships I have built here.

Please note my new contact information effective [Date]:

New Address: [Your New Street Address, City, State, Zip Code]  
Phone Number: [Your Phone Number]  
Email: [Your Email Address]

I would love to stay in touch. Please let me know if you are ever in the [New City] area so we can reconnect. Thank you for your support and friendship over the years.

Best regards,

[Your Signature]

[Your Printed Name]