[Date]

[Recipient Name, e.g., Superintendent or Board of Education]
[School District Name]
[District Office Address]
[City, State, Zip Code]

Subject: Formal Notice of Relocation and Facility Upsizing

Dear [Recipient Name/Board Members],

I am writing to formally notify the [School District Name] community and stakeholders regarding the upcoming relocation and expansion of [School Name/Department Name].

Due to steady enrollment growth and the need for enhanced educational resources, our current facility at [Current Address] no longer meets the requirements of our student body. To better serve our community, we will be moving to a larger, modernized facility located at:

New Address:
[New Street Address]
[City, State, Zip Code]

The new location offers [Number] additional square feet, which will allow for:

- Additional classrooms to reduce class sizes.
- Expanded laboratory and technology centers.
- Enhanced athletic and extracurricular spaces.
- Improved administrative and counseling offices.

The transition is scheduled to take place on [Date]. We anticipate being fully operational at the new site by [Start Date]. During this period, we have taken steps to ensure that educational services remain uninterrupted. Specific instructions regarding transportation changes and orientation dates will be sent to parents and staff under separate cover.

We are excited about this growth and the improved learning environment it provides for our students. Should you have any questions regarding the logistics of this move, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[School District Name]