

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

[Date]

[Recipient Name / Business Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]

Subject: Notification of Relocation and Change of Address

Dear [Recipient Name],

This letter is to formally notify you that [I am / our company is] relocating. Please be advised that effective [Date of Move], our official mailing address and physical location will change.

Our New Address:

[New Company Name / Your Name]
[New Street Address]
[New Suite/Apartment Number]
[New City, State, Zip Code]

Please update your records accordingly to ensure that all future correspondence, invoices, and deliveries are sent to the new address. Our phone numbers and email addresses will remain the same.

If you have any questions regarding this move, please feel free to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter and for your continued support during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title, if applicable]