

[Your Name/Company Name]
[Old Address Line 1]
[Old Address Line 2]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Company Name]
[Client Address]

Subject: Notice of Change of Business Address

Dear [Client Name],

Please be advised that [Company Name] will be relocating to a new office space effective [Date of Move].

Our new office address is:

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

Our phone numbers and email addresses will remain the same. Please update your records accordingly and direct all future correspondence to this new location.

We look forward to continuing our business relationship with you from our new office.

Sincerely,

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