

[Current Date]

[Recipient Name or Department]

[Company/Organization Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Change of Agency Address and Phone Number

Dear **[Recipient Name/Valued Partner]**,

This letter is to formally notify you that **[Agency Name]** will be moving to a new location and updating our contact information, effective **[Date of Change]**.

Please update your records with our new contact details provided below:

New Office Address:

[Street Address]

[Suite/Floor Number]

[City, State, Zip Code]

New Phone Number: **[Main Phone Number]**

New Fax Number: **[Fax Number (Optional)]**

Our website address and staff email addresses will remain the same. Please ensure that all future correspondence and invoices are directed to the new address listed above starting **[Date]**.

Thank you for your attention to this matter. We look forward to continuing our professional relationship from our new location.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]