

[Agency Name]
[Current Date]

Dear Valued Policyholder,

We are writing to announce that **[Agency Name]** is moving to a new location. To better serve our clients, we will be relocating our office effective **[Date of Move]**.

Please update your records with our new contact information:

New Office Address:

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

New Contact Details:

Main Phone: [Phone Number]
Fax: [Fax Number]
Email: [Email Address]
Website: [Website URL]

Please note that our office will be closed on **[Closure Dates]** to facilitate the move. During this time, you can still reach us via email or by calling our emergency claims line at **[Claims Number]**.

There will be no changes to your existing insurance policies or coverage as a result of this move. We look forward to welcoming you to our new office soon.

Sincerely,

[Agent Name/Principal Name]
[Title]
[Agency Name]