

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Agency Relocation and Updated Contact Information

Dear [Recipient Name],

We are writing to formally notify you that [Agency Name] will be relocating to a new office space effective [Date of Move].

Please update your records with our new physical and billing address:

New Address:
[Agency Name]
[Street Address]
[Suite/Floor Number]
[City, State, Zip Code]

In addition to our change of address, please note the following updates to our contact information:

- **Main Phone Line:** [New Phone Number or "Remaining the Same"]
- **Fax Number:** [New Fax Number or "Remaining the Same"]
- **General Email:** [Email Address]

Our office will be closed on [Date] to facilitate the move and will reopen at our new location on [Date]. During this transition, you can still reach us via [Email/Mobile Phone] for any urgent matters.

We look forward to continuing our professional relationship at our new location. Please contact us if you have any questions regarding this move.

Sincerely,

[Your Name]
[Your Title]
[Agency Name]