

[Your Name/Contact Person]

[Your Business Name]

[Current Business Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Business Address Change

Dear [Recipient Name],

Please be advised that [Your Business Name] will be moving to a new office location effective [Date of Move].

Our new business address will be:

[New Street Address]

[New Suite/Office Number]

[City, State, Zip Code]

Please update your records accordingly. All future correspondence, invoices, and deliveries should be sent to this new location. Our phone numbers and email addresses will remain unchanged.

We kindly request that you confirm receipt of this notification and update your billing and contact systems to reflect this change.

Thank you for your continued partnership. Should you have any questions regarding this move, please feel free to contact us.

Sincerely,

[Signature]

[Printed Name]

[Title]