

[Date]

[Recipient Name]

[Recipient Title/Department]

[Organization/Authority Name]

[Recipient Address]

Subject: Letter of Instruction regarding Change of Principal Office Address

Dear [Recipient Name],

This letter serves as formal notification and instruction to update your records regarding the principal office address of [Company Name].

Effective as of [Effective Date], our principal office address has changed from:

Old Address:

[Street Address]

[City, State, Zip Code]

New Address:

[Street Address]

[City, State, Zip Code]

Please ensure that all future correspondence, invoices, and legal notices are directed to the new address mentioned above. Our telephone numbers and email addresses remain unchanged.

Attached to this letter, please find a copy of the [Board Resolution/Government Filing] confirming this change for your verification.

Kindly acknowledge receipt of this instruction and confirm once your records have been updated.

Sincerely,

[Signature]

[Printed Name]

[Job Title]

[Company Name]