

[Your Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Re: Relocation and Continued Representation of Intellectual Property Matters

Dear [Recipient Name],

I am writing to formally notify you that I will be relocating my residence and primary office from [Current State] to [New State], effective [Date].

Please be assured that this relocation will not interrupt my management of your intellectual property portfolio. I will continue to oversee all pending patent applications, trademark registrations, and litigation matters currently under my care. I have already verified the reciprocity requirements and local court rules to ensure seamless continuity of service in your jurisdiction.

As of [Date], please update your records with my new contact information:

[New Office Address]
[New City, State, Zip Code]
[New Office Phone Number]

All digital communication channels, including my secure client portal and email address, will remain unchanged. Any physical correspondence or original IP documents sent after [Date] should be directed to the new address listed above.

I value our professional relationship and look forward to continuing to protect your innovations and brand assets from my new location. Please contact me if you have any questions regarding this transition.

Sincerely,

[Signature]

[Your Printed Name]
Intellectual Property Counsel