

Date: [Date]

To:

[Lead Partner Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Notice of Relocation and Continuity of Counsel

Dear [Partner Last Name],

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

Please be advised that this relocation will not affect my role as [Job Title] for [Company Name]. I will continue to serve as your primary point of contact for all ongoing legal matters currently handled by [Law Firm Name].

My contact information will be updated as follows:

Office Address: [New Physical Address]

Direct Dial: [New Phone Number]

Email: [Email Address]

Please update your records accordingly to ensure that all correspondence, invoices, and legal filings are directed to the new office address starting [Date]. All electronic communications should continue to be sent to my existing company email address.

I look forward to our continued collaboration. Please contact me if you have any questions regarding this transition.

Best regards,

[Signature]

[Your Name]

[Title]

[Company Name]