

[Date]

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

**Subject: Notice of Facility Closure and Relocation**

Dear [Recipient Name],

We are writing to formally notify you that our facility located at [Current Address] will be closing permanently on [Closure Date].

As part of our commitment to improving our services and expanding our operations, we are relocating to a new facility. Effective [Opening Date], all operations will be conducted at our new location:

**[Company Name] - New Address**

[Street Address]  
[City, State, Zip Code]  
[Phone Number]

Please note the following regarding this transition:

- **Service Continuity:** Our current facility will remain fully operational until [Last Date of Operation].
- **Contact Information:** Our email addresses and website will remain the same. Our phone numbers [will / will not] change.
- **Deliveries/Correspondence:** Please update your records and send all future mail to the new address starting [Date].

We value your continued support and look forward to serving you at our new location. If you have any questions regarding this move, please contact [Contact Person/Department] at [Phone Number/Email].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Company Name]