

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to inform you that [Your Company Name] has recently changed its business address. Our new address is as follows:

[New Company Address]
[City, State, Zip Code]

Please update your records accordingly. All future correspondence should be directed to this new address.

Thank you for your attention to this matter. Should you have any questions, please feel free to reach out to me directly.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]