

[Your Bank's Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

Subject: Notice of Bank Branch Relocation

We are writing to inform you that, effective [Relocation Date], our [Current Branch Location] will be relocating to a new address. Our new branch will be located at:

[New Branch Address]

[City, State, Zip Code]

This move is part of our commitment to better serve you, providing improved facilities and services. The new branch will offer [mention any new services or features, if applicable].

Please note that our phone number and hours of operation will remain the same:

Phone: [Phone Number]

Hours: [Business Hours]

We appreciate your understanding and support during this transition, and we look forward to welcoming you to our new location. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Bank Name]

[Bank Contact Information]