

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that [Your Company Name] will be closing its current location at [Current Address] effective [Closure Date] due to relocation purposes.

We are excited to announce that we will be moving to a new address:

[New Address]

[City, State, Zip Code]

Our relocation will allow us to enhance our operations and serve you better. We appreciate your understanding and support during this transition. Please note that our new location will be fully operational starting [New Opening Date].

Thank you for being a valued partner. We look forward to continuing our relationship from our new location. If you have any questions or concerns, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]