

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Subject: Change of Address Notification

Dear [Recipient Name],

We would like to inform you that [Your Company Name] has changed its address. Effective [Effective Date], our new address is:

[New Address]

[City, State, ZIP Code]

Please update your records accordingly. All other contact details, including telephone numbers and email addresses, remain the same.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]