

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inform you that our family will be relocating to [New Country/City] due to [reason for relocation]. This decision was not made lightly, but we believe it will be a positive change for us all.

We are excited about this new adventure and the opportunities that await us. We will be moving on [Moving Date] and plan to settle in [specific area or neighborhood, if applicable].

Please keep in touch, as we would love to share our experiences and updates from abroad. Our new contact information will be [provide new contact details if needed].

Thank you for your understanding and support during this transition.

Warm regards,

[Your Name]

[Your Family Members' Names]