

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to announce that [Your Company Name] will be relocating to a new office space. Effective [Relocation Date], our new address will be:

[New Address]

[City, State, ZIP Code]

We look forward to welcoming you to our new location. Should you have any questions, please feel free to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]