

[Your Name]
[Your Job Title]
[Your Company Name]
[Old Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Change of Business Postal Address

I am writing to inform you that effective [Effective Date], our business postal address will be changing.

Our new address will be:

[New Address]
[City, State, Zip Code]

Please update your records accordingly. We appreciate your attention to this matter and look forward to continuing our partnership without interruption.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]