

[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 about my upcoming relocation and travel plans.

I will be moving to [New Location] on [Relocation Date]. My schedule is as follows:

- **Departure Date:** [Departure Date]
- **Travel Mode:** [Mode of Travel, e.g., flying, driving]
- **Estimated Arrival Date:** [Arrival Date]
- **New Address:** [New Address if applicable]

Please let me know if you need any further information or if there are any formalities to address prior to my relocation. I look forward to staying in touch during this transition.

Thank you for your support and understanding.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]