

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

Dear [Recipient Name],

I hope this letter finds you well. We are writing to inform you that our business address has changed.

**\*\*New Address:\*\***

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

Effective [Date of Change], all correspondence should be directed to our new address. Please update your records accordingly.

We appreciate your attention to this matter and look forward to continuing our relationship from our new location.

Thank you for your cooperation.

Sincerely,

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