

New business location announcement letter

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am writing this letter to you in order to inform you that we have changed our business location. We are no more available at [old address]. Our new office is at [new address]. We will continue providing our best of services to you and want you to remain our valuable client. For future orders or business deals, please use our new address.

Note that our location change will have no effect on our business dealings and services as we have the same crew with us and our strategies will also remain the same. This is only a change of business location.

For any further queries, please contact us at 000000000. Thank you.

Sincerely,

[You're Name]

[Senders Title] -Optional-