

Address Change Notification Letter Sample to Clients

[Your Company Letterhead]

Date: [Insert Date]

To: [Client's Name/Company Name]

Address: [Client's Address]

Dear [Client Name],

We are writing to inform you that, effective **[Effective Date]**, our office will be relocating to a new address. Please update your records to ensure that all future correspondence and deliveries are sent to our new location.

New Address:

[New Company Address Line 1]

[New Company Address Line 2]

[City, State, ZIP Code]

Our email and telephone numbers will remain the same:

Email: [Your Email Address]

Phone: [Your Phone Number]

We appreciate your support and partnership, and we look forward to continuing to serve you from our new location. Should you have any questions regarding the move, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]