[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear Sir/Madam,

This letter is to inform you, effective 'Date', 'Nae company location will be changed.

Our new address is:

'Company name'  
'Address'  
'City'  
'Contact Number'

Please note that there will be no changes made to any arrangements between you and our company. If you have any questions, please feel free to contact us at [Contact] or email us on 'xxx@xxxx.com'.

Thank you for your support.

Sincerely,

Name of Employee',  
HR Department,  
Name of Company'.