[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear Sir/Madam,

This letter is to inform you, that starting 'Date' our address will be changed to 'New location'. I would like to request you to update our previous details accordingly to the address as follows:

New Location,  
City  
Telephone number

If you have any queries, you can contact us on our previous telephone number till 'last date before address change' or message us on our official email address 'xxx@xxxx.com'.

Sincerely,

Name of Client.