[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear Sir/Madam,

This letter is to inform you of the change in our office's location. It has been shifted from

'Previous Location' to 'New Location'.

There has also been a change in our contact numbers. The new contact numbers are listed as follows:

Phone number 1  
Phone number 2  
Phone number 3

For any questions, please contact us on our email address 'xxx@xxxx.com'.

Sincerely,

Name of Employee,  
HR Department,  
Name of Company