**Date:**  21st July 2019

Dear [Name Here],

ABC store has moved its store to another location. It is now on 6th canal bank road. Our new store is much bigger and is at a convenient location. The space availability has allowed us to a shelf in more products at the store. Enclosed with this letter is the map of our store which will help our customers locate us easily. Hope to see our prestigious customers soon.

Sincerely,

Mr. Greg,

Assistant Manager