**Date:**  21st July 2019

Dear [Name Here],

We are very happy to announce that after much effort we at ASR have successfully shifted our business to another prime location. We will now operate from New South Wales. Our contact numbers will remain unchanged. With this bigger store, we wish to serve our customers with new and innovative products.

Wishing to serve our customers from our new location.

Sincerely,

Mr. Greg,

Assistant Manager