To

[The Recipient Name]  
[Address]  
[City, STAT, Zip]

Subject: Company address change letter to customers

Dear,

This letter serves as a notice to all honorable customers of our company that we are relocating to a new place. We enjoyed doing business with all of you and no doubt, it was due to your loyalty with our company which fueled our growth, caused a remarkable growth of our business, expanded our trade to maximum level thereby stimulated us to move at a better place with more space for the accommodation of a large number of products and a bigger parking lot as well. This relocation was essential to serve you all in a better way. Have trust in us because our service standard is not going to be affected at all rather it will increase manifolds by virtue of large space.

It may kindly be noted that from now onward, all communication will be carried out on new letter pads of the company with changed address. We are closing our current company office on 29th of July, 20XX in order to initiate the shifting formalities and shall reopen at our relocated place on 31st of July, 20XX. During the shifting process, we shall keep our website, email and telephone functional so that you may not experience any difficulty. Meanwhile, no delay in our production and shipping process will be observed.

To celebrate our expansion, we are offering a 50 percent sale off our various products from 5th August to 12 August. This offer has been launched specially for our valued customers like you. So, come and avail this unique opportunity and at the same time, we are looking forward to the same level of loyalty as before.

Our new address will be:

[Write address]

Yours Sincerely,