Date

Company Name  
[Address]  
[City]

Dear [Name of recipient],

This letter aims to tell you that we have moved our location. The new address is:

**New Address**

Company name  
Address  
City

The telephone number we had before will be the same so you can keep that data with you:

[Telephone number]

It is advised that you alter records and save this information. Wherever you need to contact us, please do so on the above stated new address.

We hope this does not cause any inconvenience for you and hope to do business with you.

Sincerely,  
{Your Name}