**[College Name]**  
**[Address | Phone | Email | Website]**

**Date:** [DD/MM/YYYY]

**Subject: Announcement of College Relocation**

Dear [Students/Parents/Faculty/Community Members],

We are pleased to inform you that **[College Name]** will be relocating to a new campus at **[New Address]**, effective from **[Date]**. This move marks an exciting new chapter in our journey, as the new facility will provide enhanced resources, modern infrastructure, and a more conducive environment for learning and growth.

Over the years, our college has contributed significantly to society by nurturing talent, fostering innovation, and shaping responsible citizens. While our old campus holds countless memories and will always be cherished, this relocation allows us to better serve our students and community.

We sincerely appreciate the support of all individuals who have been connected with the college directly or indirectly. Your encouragement has been vital to our progress, and we look forward to your continued support as we move ahead.

Please be assured that our **top priority remains delivering quality education and building the character of our students**. We are confident that this relocation will further strengthen our mission and vision for the future.

Thank you for being a part of our journey. We warmly welcome you to our new campus.

Sincerely,  
**[Principal’s/Head’s Name]**  
[Designation]  
[College Name]