**To**

**[The Recipient Name]  
[Address]**

**Re. Relocating [name] College from [location-I] to [location-II]**

Dear Students, this letter has been written to inform all of you that the college is relocating into its new building on [date]. All of you are required to come to the college at [location] from [date]. Your teachers will communicate necessary information and share all the details with you during your classes before [date]. Form [date], all the classes shall conduct in the new location [location].

The relocation has been caused by certain policy imperatives of the local government. Therefore, the college administration must execute the relocation within a given time. Students and employees from far-flung areas shall be accommodated and compensated in one way or other.

With the growing number of students, we can't keep administering the college and conducting class for all the departments in the same building, therefore, we have to shift from old or current location to the new location. We have instructed all the teachers, supervisors, professors, and management members to guide the students to the new location.

Moreover, we have updated the location on our Facebook page, Instagram account, and official website of the school. We have put a Googles Map link in the description of every update and post. We have added an update on the official website named ‘college relocation’. A student can visit the official website to understand the location and get an estimate for the change in distance.

As the new location is [X] miles away from the current building, therefore, we shall support our students accordingly the students coming from [X] miles away will be provided with a transport free of cost for one year. After one year, a transport fund shall be charged monthly.

In case of further, please contact college administration at [email] or [phone]. You can also visit the admin’s office for any queries. You are required to register for the transport if you live X miles away from the relocated building before [date].

Please be at the relocated building for college from [date]. The current building shall be closed, and no student will be allowed to enter the premises after [date]. Thanks for your cooperation.

Regards.

[Your Name]  
[Institute Name]  
[Address]