**To**

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

**Re. College Relocation Notice**

Dear Parents,

This letter aims to notify a change in the address of the [name] college. The new address of the college is [complete address]. This arduous move has been caused by the change in the federal and state government’s policies regarding locations of public sector schools, colleges, and universities. This policy change has compelled us to move to another location.

We understand the amount of trouble and inconvenience it can cause you, but we are in no position to challenge the policies of the government being a public sector college.

The government’s policy of removing all the colleges and universities from dense residential areas has caused a big controversy all over the city and state. Multiple relocations have been witnessed in the past few weeks. We are moving our college to the [new address] where students are required to attend their classes from [date]. On [date], the college shall remain closed to provide the students a chance to visit the college’s relocated building.

Such relocation might disturb the commute of the students, therefore, after taking notice of this, have given college’s transport service in the city. This transit is called a shuttle service that will be run through the city from 07:00 to 18:00.

If you have any queries, please email us at [email] or call us at [phone]. For your convenience, our representative shall be available to attend you from 07:00 to 20:00. We have updated our new location; thus, you can follow the given link and check out our new location on Google Maps. Thanks.

Regards.

College Management

[Your Name]  
[Institute Name]  
[Address]