[DATE]

Contact Name

Address

Address2

Town/City

County/Province

Postal Code

**RE: ANNOUNCEMENT OF CHANGE OF ADDRESS**

Dear [CLIENT NAME]

We are writing with good news that we are moving to our brand new offices very soon.

 As of [DATE], our new address and telephone number will be:

[ADDRESS]

[CITY]

[POSTAL CODE]

[CONTACT DETAILS]

Please contact us if you have any questions.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]