[DATE]

Contact Name

Address

Address2

City

Province

Postal Code

**RE: [YOUR COMPANY NAME] HAS MOVED TO A BIGGER OFFICE**

Dear [CONTACT NAME],

Finally, it has happened. [YOUR COMPANY NAME] just became too big for its premises and we have had to move to a bigger office. So from [DATE OF MOVE], if you’re looking for the best [SPECIFY TYPE OF PRODUCT/SERVICE] available today, please go to:

PICTURE OF NEW LOCATION

[YOUR COMPANY]

[ADDRESS]

[ADDRESS2]

[CITY]

[PROVINCE]

[POSTAL CODE]

Call us - we will have [NAME], the account executive for your area, stop by your office to discuss your needs. As always, we will continue to offer high-quality [PRODUCTS or SERVICES] at very reasonable rates.

Hope to hear from you soon.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]