

OFFICE RELOCATION LETTER

DATE

Re: Get ready to be wowed: Our new location is a game changer

Dear Valued Customer/supplier/stakeholder,

We are thrilled to announce that our organization will be relocating to a brand new, state-of-the-art facility to better serve our customers and employees. Our new location, situated in the heart of the bustling downtown area at 123 Main Street, will provide us with more space and a modern, collaborative work environment.

The new location will be fully operational on [date], and we anticipate that the transition will be seamless with minimal disruption to our customers and stakeholders. We have taken every step to ensure that this relocation is a smooth and stress-free experience for all involved.

We understand that change can be daunting, but we are confident that this move will bring about new opportunities for growth and innovation. Our new location will have several amenities that our previous location did not, including ample parking, easy accessibility, and better facilities.

Our phone number and email address will remain the same, so you can continue to reach us easily. Our business hours will also remain unchanged, ensuring that you can receive our services without any disruption.

If you have any questions or concerns about the relocation, please do not hesitate to reach out to our dedicated team at [contact information]. We are committed to keeping you informed and involved throughout this transition.

We look forward to welcoming you to our new location and providing you with even better services in the future. Thank you for your continued support and we hope to see you soon at our new facility.

Sincerely,
[Your name]