# Company Move Letter to Customers

[Your Company Name] [Your Company Logo (if applicable)] [Current Company Address] [City, State, Zip Code] [Date]

[Customer's Name] [Customer's Company Name (if applicable)] [Customer's Address] [City, State, Zip Code]

Dear [Customer's Name],

**Subject: Important Notice – Company Relocation**

I trust this letter finds you well. We are excited to share important news regarding [Your Company Name]'s upcoming move to a new location.

**Previous Address:** [Old Company Address]

**New Address:** [New Company Address]

**Effective Date of Move:** [Effective Date]

Our new location is carefully selected to enhance our operations and provide an even better experience for our valued customers. Despite the change in address, our commitment to delivering exceptional products/services remains unchanged.

We kindly request you to update your records with our new address to ensure a smooth transition in communication. Our contact numbers, email addresses, and other details remain the same.

If you have any questions or concerns regarding our move, please feel free to contact us at [Your Company Phone Number] or [Your Company Email Address]. We value your continued support and understanding during this exciting transition.

Thank you for being a valued customer of [Your Company Name].

Sincerely,

[Your Full Name] [Your Title] [Your Company Name] [Your Contact Information] [Your Email Address] [Your Phone Number]