## horizontal line**Business Change of Address Letter**

[Your Business Name]  
[Old Business Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, ZIP Code]

**Subject:** Business Change of Address Notification

**Dear [Recipient's Name],**

I am writing to formally inform you that our business has relocated to a new address effective from [Effective Date]. Kindly update your records to ensure seamless communication and transactions.

### **Old Business Address:**

[Old Business Address]  
[City, State, ZIP Code]

### **New Business Address:**

[New Business Address]  
[City, State, ZIP Code]

Please let us know if you need any further details to update your records. We appreciate your support and look forward to continued cooperation.

**Sincerely,**[Your Name]  
[Your Position]