
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]