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# 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]