

Office Relocation Announcement Letter

Subject: Office Relocation Notice

Dear Clients and Partners,

We are excited to inform you that our office will be relocating to a new, larger space to accommodate our growing team and expanding services. Our new address will be [New Address], effective November 5, 2025.

Our contact numbers and email addresses will remain the same. The new location will enable us to serve you even better with improved facilities and accessibility.

We appreciate your continued support and look forward to welcoming you to our new office soon.

Best regards,

[Your Name]

Office Administrator

Get more templates here: <https://www.lettersandtemplates.com/letters/announcement-letter>