

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Company
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Company Moving to New Location

Dear :

We are moving! On {date}, we will no longer be located at the former location, but you can find us at {new address}. To find us: {Directions}. So remember, on {date} we will no longer be in our old location, but at {new address}.

Thank you for choosing {company}.

Sincerely,

N A M E