

Change of Business Address Announcement Letter

This package contains:

1. Instructions & Checklist for Change of Business Address Announcement Letter
2. Change of Business Address Letter

Instructions & Checklist for Change of Business Address Announcement Letter

- This package contains (1) Instructions & Checklist for Change of Business Address Announcement Letter; and (2) Change of Business Address Announcement Letter;
- This form is designed to assist you in drafting a letter to announce a change in your business address.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for your continued working relationship with [Company Name].

I would like to take this opportunity to inform you of a change in our business address.
Our new location is:

[Company Name]
[Address]
[City], [State] [Zip]

Please make a note of this new information in your records.

I look forward to continuing to work together in the future.

Sincerely,

[Your Name]
[Title if any or delete if none]