**CHANGE OF ADDRESS LETTER**

**[Your Name]**

**[Address, City, State, Zip code]**

**[Email]**

**[Todays Date]**

**[Recipients Name]**

**[Company Name]**

**[Address, City, State, Zip code]**

**Subject:** Change of Address Request

Dear Valued Customer:

We are happy to inform you that we’ll be moving to our new location on **[Date].** At that time, we’ll offer refreshments and have a drawing for you to win a cake of your choice.

Our new location provides a larger kitchen for us to prepare more selections for you, and it has convenient parking next door.

Our new address is **[address]** and our telephone number doesn’t change 555-123-4567. We’re easy to find right next door to the **[Name of Cinema]**

We hope to see you on opening day.

Sincerely,

**[Signature]**

**[Name of Business Owner]**

**[Title]**