

Sample Business Relocation Letter

Business Name

Current Business Address

Current City, State, Zip Code

Date

Dear [Name of Customer/Vendor]:

To accommodate our growing business, we are moving our location to [New Address]. We will close our office on [Date] at [Time] to begin the moving process and will re-open at our new location on [Date] at [Time]. We will answer phone calls and emails promptly during the move.

Please update your records with our new contact information:

Name of Business

New Business Address

City, State, Zip Code

Phone Number

Email Address

Fax Number

Website URL

Social Media Page Names/Handles

As a valued customer, we thank you for your business and taking the time to update your records. We look forward to working with you in our new and improved location.

Sincerely,

Signature of Business Owner

Printed Name of Business Owner