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| [Your Name] [Company Name] [City, State, Zip] |
| [Date of Letter]  [Recipient's Name] [Title] [Company Name] [Address] [City, State, Zip]   Dear [Recipient's name],   This letter is to advise you that our address has changed from:   to:   Our telephone number will remain the same: (000)000-0000   Please change your records to reflect our new contact information and direct all future correspondence to the new address found above.   You are of great value to our company.   Sincerely,    [Sign here]    [Your Name, Title] |