Company Name  
[Current Street Address][Current City, Current State] [Current ZIP]

Dear [Firstname Lastname/Organization],

Business is so good that we’re expanding and moving our location to accommodate our growth. We will **close our office Friday, April 4, 2014 at 5:30 p.m.** to begin the moving process and will **re-open at our new location Monday, April 7 at 8:30 a.m.**

Our business, including website, email, and telephones, will be fully operational during the moving process and you will not experience any changes or delays in service, production, or shipping during that time.

Please update your records with our new contact information:

Company Name  
[Street Address] [City, State] [ZIP] [Telephone] [Fax]

Our other contact information will remain the same:

Website: [website URL] Email: [email address] Facebook: [Facebook page name] LinkedIn: [LinkedIn page name] Twitter: [Twitter handle]

As a valued [customer, vendor, business partner] we thank you for taking the time to update your records. Please feel free to contact us at [phone number] with any questions.

Sincerely,  
[Signature]