ABC Investments  
123 Main St.  
Anytown, CA 95928  
(555) 555-1212

August 14, 2010

Barry Businessman  
345 Any Place.  
Anytown, CA 95928

Dear Mr. Businessman:

This letter is to advise you that our address has changed from:

to:

Our telephone number remains the same:

Please adjust your records to reflect our new contact information and direct future correspondence to the address noted above.

Sincerely,

Danny Daniels