[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Important Notice: Temporary Relocation of [Office/Business Premises]**

Dear [Customer’s Name/Valued Stakeholders],

We are writing to inform you that [COMPANY NAME] will be temporarily relocating our [office/business premises] from [CURRENT ADDRESS] to [TEMPORARY ADDRESS] due to [*reason for relocation, e.g., renovations, maintenance, or other circumstances*].

Relocation Details

* **Current Address**: [*Current Address*]
* **Temporary Address**: [*Temporary Address*]
* **Effective Dates**: [START DATE] to [END DATE]
* **Regular Business Hours**: [DAYS AND TIMES]

**What This Means for You**

During this period, we will continue to provide our [services/products] without disruption. However, we kindly ask that any correspondence or in-person visits be directed to our temporary location during the specified timeframe.

**Contact Information**

Our phone numbers and email addresses will remain unchanged:

* Phone: [Phone Number]
* Email: [Email Address]

For any inquiries or additional details, please feel free to contact [Name, Title] at [Email Address/Phone Number].

We appreciate your understanding and cooperation during this transition and look forward to welcoming you back to our original location once the work is complete.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]