**Free template: office relocation letter**

The template that follows is ideal for sending customers and business associates. (Keep the letter to your bank and suppliers briefer, and end by directly asking that they update their records with your new details). Customise the contents of the following template to suit your needs.

*Name of company*

*Current address*

*City*

*Postal code*

*Date*

*Receiver’s address*

*City*

*Postal code*

Dear (*name of client or business associate*),

It is our pleasure to inform you that we are relocating to new, smarter business premises on (*date of move*).

Our new premises are at (*new address*).

Our contact numbers remain the same, (*contact numbers including area code*), and you can continue to email us at (*company email address*).

Our new premises are near (*relevant landmark*) and offer (*details of improved facilities, such as more comfortable meeting rooms and/or better parking facilities*).

Please contact us with any questions you may have concerning our new location or our services. We look forward to (*serving you/continuing to work with you*) at our new address.

(*Signature*)

(*Printed name*)

(*Designation*)

**K-Mark, office relocation specialists**

K-Mark provides expert office relocation project management services, potentially saving you time, money and frustration.