COMPANY LETTERHEAD BAKERY  
  
DATE  
  
Dear Valued Customer:  
  
We are happy to inform you that we’ll be moving to our new location on DATE. At that time we’ll offer refreshments and have a drawing for you to win a cake of your choice.  
  
Our new location provides a larger kitchen for us to prepare more selections for you, and it has convenient parking next door.

Our new address is [ADDRESS] and our telephone number doesn’t change [555-123-4567]. We’re easy to find right next door to the [NAME of CINEMA].  
  
We hope to see you on opening day.   
  
Sincerely,  
  
Signature of Business Owner  
Name of Business Owner  
  
**​​**By Andre Bradley