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