Letter For Change Of Address (Business)

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,  
Name of Business Owner