Date:

**Subject: Announcement of Change of Business Address**

To whom it may concern,

This letter is to inform all our employees and business associates about the change of address of our registered office. From [mention Date], our registered office will be shifted from [mention Old Address/Location] to [mention New Address/Location]. This decision was taken by the Board of Directors of the company in the board meeting held on [mention Date].

If you have any relevant questions or queries, feel free to contact us via the given contact details.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]