

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

As from <<Date>> our address will

<<Address>>
<<Address>>
<<Post Code>>

Our telephone and fax numbers will be [] as follows:-

Tel: << >>
Fax: << >>
e-mail: << >>

We are preparing a new internal te [] for customers' use and this will be sent out as soon as possible.

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company

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