[Recipient name]
[Company name]
[Street Address]
[City, State Zip Code]

[Insert date]

[Insert supplier name]:

The purpose of this letter is to notify you that [insert company name] will be moving to a new location on [insert date]. As of that date, we will be in operation at our new facility, which is located at:

[Company name]
[Insert street address]
[Insert suite or building number (if applicable)]
[City, State Zip Code]

Please update your records to reflect our new location. Beginning on [insert date], all deliveries and correspondence should be sent to the new address. Do not mail or send any items to our former location after this time.

Please let me know if I can answer any questions or be of further assistance. I look forward to continuing to work with you in the future.

Sincerely,

[Signature]

[Your name]
[Your job title]