

CCS Insights: Change of Address

Feel the CCS & Co Difference

[Print on Employer's Letterhead or insert Address]

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

RE: Change of Address

As from <<Date>> our address will be as follows:-

<<Address>>

<<Address>>

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

Tel: << >>

Fax: << >>

Email: << >>

We are preparing a new internal telephone directory for our customers' use and this will be sent out as soon as possible.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

For further consultation, please contact:

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