**Client Letter Template |   
Firm Address Change**

*Always include appropriate BD/RIA disclosures and submit template letters for compliance review and approval before using.*

**{Client Name}  
{Client Address}  
{Client City, State, Zip}**

**{Date}**

Dear **{Client First Name},**

Moving day for **{Company Name}** has come and gone, and we have settled into our new office space. Please make a note of our new address, and our phone, toll-free, and fax numbers:

**{Insert Updated Information}**

Although our contact information has changed, our commitment to providing outstanding service and our desire to serve you and your family remains steadfast.

Please feel free to call if you have any questions regarding your financial planning. We look forward to continuing our work together as we create strategies for your success.

Sincerely,

**{Advisor Name}**

**{Advisor Title}**