**Client Letter Template |
Firm Address Change**

*Must be used with your Advertising Review Team approved letterhead or email signature.*

LPL Compliance Approval # 1-xxxxxxxx

The attached has been given an 'Approved As Is' status by the Advertising Review Team. Advisors who are interested in using and/or customizing pre-approved materials should ensure an understanding of the **Pre-Approved Communications** section of the **Advisor Compliance Manual** posted on ClientWorks. This section of the compliance manual includes instructions on how to use pre-approved materials and meet the necessary Books and Records requirements.

**{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}**