

## BUSINESS CHANGE OF ADDRESS LETTER

To: \_\_\_\_\_

From: \_\_\_\_\_

### Subject: Notification of Change of Business Address

This letter serves as formal notification that the business named below has changed its physical address. Please update your records accordingly to ensure uninterrupted communication and service.

#### Business Information:

Business Name: \_\_\_\_\_

Federal Employer Identification Number (EIN): \_\_\_\_\_

Previous Address: \_\_\_\_\_

New Address: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

Please update all relevant records, billing information, licenses, permits, and correspondence to reflect this change. Failure to update business address information may result in delays, miscommunication, or legal complications.

#### Acknowledgment and Contact Information:

We appreciate your prompt attention to this matter. For any questions or additional information, please contact the authorized representative below.

Authorized Representative Name: \_\_\_\_\_

Title / Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Section 1 – Purpose

This Business Change of Address Letter (the “Letter”) is intended to provide formal notice of the change in the business location for all applicable purposes, including but not limited to regulatory, contractual, and communication obligations.

#### Section 2 – Business Identification

The business identified herein confirms the accuracy of the business name and Federal Employer Identification Number (EIN) as stated above, and asserts that the change of address applies solely to the physical location.

#### Section 3 – Legal and Regulatory Compliance

The business affirms that this change of address has been and will be communicated to all necessary government agencies, licensing authorities, financial institutions, vendors, clients, and any other parties as required by applicable

federal, state, and local laws.

#### **Section 4 – Effective Date and Implementation**

The new address shall be considered the official business address for all purposes effective as of the date stated above. The business shall bear all responsibility for ensuring the transition is completed in a timely and compliant manner.

#### **Section 5 – Representations and Warranties**

The undersigned represents and warrants that they are duly authorized to execute and deliver this Letter on behalf of the business, and that the information contained herein is true, correct, and complete to the best of their knowledge.

#### **Section 6 – No Waiver**

This Letter does not waive or modify any existing rights, obligations, or agreements unless expressly stated herein. All parties remain bound by the terms of any prior agreements except as expressly amended by this Letter.

#### **Section 7 – Governing Law and Jurisdiction**

This Letter shall be governed by and construed in accordance with the laws of the United States and the applicable state laws of the jurisdiction in which the business operates, without regard to conflicts of law principles. Any disputes arising out of or related to this Letter shall be subject to the exclusive jurisdiction of the appropriate state or federal courts.

#### **Section 8 – Severability**

If any provision of this Letter is held to be invalid or unenforceable, such provision shall be severed and the remaining provisions shall remain in full force and effect.

#### **Section 9 – Entire Agreement**

This Letter constitutes the entire understanding between the parties regarding the business address change and supersedes all prior communications, whether oral or written, on this subject.

#### **Section 10 – Signatures**

This Letter may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

**AUTHORIZED SIGNATURE**

**WITNESS SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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