**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Business Address Change**

Dear all,

This letter aims to inform change in the address of Jenifer Cosmo and Stella. To run the business in a completely smooth and suave way, we have changed the address of our business. This relocation has been done for better infrastructure and spacious building.

**Former Address of the Business:** POB-1209, Simon Street, Highway Tower, San Diego  
**New/Changed Address of the Business:** K-1901, Sky Drive Edward Road, San Diego

The above mentioned are the details of the business address. You can visit our official page on Facebook by following the link [link] and view the pinned location by using Google Maps.

The relocation or shift from one place to another has been done for better infrastructure and spacious store. In the former address, we had a limited space where it was difficult to enhance our logistics. Moreover, the infrastructure of the building was outdated and needed large repairs. The space for the store was on the lease and the contract was about to end. hence, authorities preferred to shift and relocate the store instead of extending the contract.

If you have any queries regarding our new address, please do not hesitate to call us at +[call]. We have updated our location on Google Maps as well. The exact location of the new place has been pinned on the official page of Instagram and Facebook of our business.

Facebook: Jennifer Cosmo and Stella Official  
Instagram: @jenifferc&s

The timing of the store shall be from 9 AM to 9 PM from Monday to Saturday. We thank you for your cooperation and love. We shall keep serving you at our best.

Regards

Lawrence Ton  
Manager  
Jeniffer Cosmo and Stella  
San Diego,  
CA, USA