

From: Ichiro Kato
To: All
Subject: Company relocation

Dear All,

We are pleased to announce the relocation of our office, effective July 1, 2012. Our new address, telephone and fax numbers follow:

5F Aoyama Business Building
1-30-1 Minami Aoyama
Minato-ku, Tokyo 107-0062
Phone: +81-3-1234-5678
Fax: +81-3-9876-5432

Please update your records and direct all future correspondence to the address above.

Our new location is only a five-minute walk from the subway station and adjacent to our parent company ABC, Inc. You are welcome to take a tour of our new premises from July 1 onwards.

I look forward to continuing to work with you.

Sincerely,

Ichiro Kato
Chief Designer
ABC Designs, Inc.