



Date: July 10, 2023

Dear [Recipient's Name],

**Notification of Office Relocation in Osaka**

We hope this letter finds you in good health and prosperity. We would like to express our sincere gratitude for your continued support and patronage.

We are pleased to inform you that our company will be relocating our Osaka office as follows. With this move, our entire team is dedicated to further enhancing our business operations. We kindly request your continued support and guidance in the future.

Please find the details of our office relocation below. We apologize for the brevity of this notice, but we would like to extend our greetings through this letter.

Thank you once again for your understanding and support. Should you have any questions or require further information, please do not hesitate to contact us.

PS

\*Please note that, due to the relocation, we'd like to decline any congratulatory telegrams or floral arrangements.

Yours faithfully,

**Motohiko Itano**

**President**

**Kadotoku Corporation**

New Address	The Place, 1-13-18 Nishi-Shinsaibashi, Chuo-ku, Osaka-shi, Osaka 542-0086, Japan
Phone Number	06-6761-8810 (No change)
FAX Number	050-3737-7090 (New number, changed to internet fax due to relocation)
Commencement of Business at New Location	Friday, September 1, 2023

Please refer to the attached map for directions.



Osaka Metro: 3 minutes on foot from Shinsaibashi Station/Yotsubashi Station. Right by the South 16 Staircase Exit of Crystal Nagahori, 16th Floor.