

**Office Move – Communication to Your Contacts – Email Template  
FINAL – 11.8.18**

**Subject line:** Lifesprk is moving to a new main office on Nov 16

On November 16, 2018, Lifesprk will be moving to a new office location in St. Louis Park. While our phone number and 24/7 referral line both remain the same, please update your files with our new mailing address:

**New Mailing Address:** 5320 W 23rd Sreet, Suite # 130, St. Louis Park, MN 55416

***We ask for your patience during our move on November 16*** while our phone and email server is moved. We have arranged for all calls to go to our answering service, and calls will be triaged by our team from there. We have taken many steps to minimize any disruptions in service to you as well as all our clients and families. If you should run into any issues contacting us during our move, I wanted to make sure that you had my direct phone number to reach me: [phone number you want them to call]. Our Internet won’t be affected so please continue to email me directly and I will respond to your request or referral.

If you have any questions, please let me know.

Shine on!

[your name]