May 30, 2023

Dear [Resident/Resident Representative Name here],

We are relocating our AFH! Our new address is:

We plan to be licensed and moved within 60 days. Of course, it is your choice to remain living in our AFH after our relocation. If you decide to move, we will assist you in finding a new facility.

[Any change in the home’s policies or operations that may impact the residents’ ability to continue living in the home should be mentioned here].

If you have any questions or concerns, please know that I am available to you at any time at (contact information). It has been a pleasure serving your needs at the adult family home.

Sincerely,

PROVIDER NAME

AFH NAME

ADDRESS