«Date»

«PawnerName»

«PAwnerAddress»

Dear «PawnerName»,

**TRANSFER OF PLEDGES – *to which address***

Please be informed that the pawnbroking services at *Name of Pawnshop.*

will be discontinued with effect from ***Date***. Your pawned item(s), if any, will be transferred to *Name of Pawnshop* as of ***Date***.

You may continue to pawn, renew or redeem your pledge(s) from *Name of Pawnshop*.

at ***address*** from now till ***Date of surrendering licence***. From ***Date*** onwards, you may pawn, renew or redeem your pledge(s), if any, at *Name of Pawnshop*.

*[Attach directional map, if applicable]*

We look forward to your continued patronage at the new location and apologise for any inconvenience caused.

Yours sincerely,

*Name of Pawnshop*

*This is a computer-generated letter. No signature is required.*

**搬迁通告**

尊敬的顾客,

您在本当商所典当的物品将从XX月XX日起转移至以下地址：

**当****商名称**

|  |  |
| --- | --- |
| 地址 |  |
| 电话 |  |
| 营业时间 | 每日早上X点半至旁晚X点 |

此致敬礼

**[当商名称]**