



Australian Alpine Training Institute

The Australian Alpine Training Institute  
Address

Date

Dear [name of regulatory authority and/or student],

This letter is to inform you of changes at [campus].

*[delete whichever is not relevant]*

We are relocating premises on [insert the date ] and our new address will be [insert new address].

We are opening a new Campus on [insert the date ], our new location will be: [insert new address] courses offered at the new campus will be [insert new courses]

We are in the process of change of ownership, the business will change hands on [insert the date], be advised that we have notified the purchasers that they will need to contact you to arrange appropriate documentation.

We are in the process of changing the of CEO, the new person is [insert details] and will start employment with us on [insert date]

Please feel free to contact myself for any queries,

Kind Regards,

Chief Executive Officer  
Australian Alpine Training Institute  
Phone:  
Email: