

Facility Expansion Notification

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We are pleased to inform you that [Your Company Name] will be expanding our facilities located at [Facility Address]. This expansion is aimed at enhancing our production capabilities and improving our overall service.

The expansion is set to begin on [Start Date] and is expected to be completed by [End Date]. During this time, we anticipate minimal disruption to our current operations, and we will keep you updated on any changes that may affect our business relationship.

We value your partnership and are committed to maintaining open lines of communication throughout this process. Should you have any questions or require further information, please feel free to reach out to us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]