

Capacity Expansion Notification

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Date: [Current Date]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]

Dear [Recipient's Name],

We are pleased to inform you that, in response to the growing demands of our business and to better serve our clients, we will be expanding the capacity of our warehouse facilities located at [Warehouse Address]. This expansion will enhance our operational efficiency and allow us to stock a wider range of products.

The capacity expansion is scheduled to begin on [Start Date] and is expected to be completed by [End Date]. During this period, we will take every precaution to minimize any disruptions to our normal operations.

We appreciate your support and understanding during this exciting phase in our company's growth. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]