

Moving Event Logistics

Dear [Recipient's Name],

We are excited to inform you about the upcoming moving event scheduled for [Date]. Below are the logistics and important details to ensure a smooth transition:

Event Details

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [New Address]

Logistics

Please note the following:

- Parking will be available at [Parking Details].
- We will provide packing materials. Please bring your own boxes if possible.
- A moving truck will arrive at [Time].

Assistance

If you have any questions or require assistance, please feel free to contact us at [Contact Information]. We appreciate your cooperation and support during this transition.

Thank you!

Sincerely,
[Your Name]
[Your Job Title]
[Your Company]