

Facility Location and Access Details

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to provide you with the details regarding our facility's location and access. Please find the information below:

Facility Location

Name: [Facility Name]
Address: [Facility Address]
City: [City]
State: [State]
Zip Code: [Zip Code]
Phone: [Phone Number]
Email: [Email Address]

Access Details

Operating Hours: [Operating Hours]
Parking Information: [Parking Details]
Public Transportation Options: [Transportation Options]
Access Instructions: [Access Instructions]

We look forward to welcoming you to our facility. If you have any questions, please do not hesitate to contact us.

Sincerely,
[Your Name]
[Your Title]
[Your Company/Organization]
[Your Contact Information]