

Facility Capacity Announcement

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Facility Name]

Dear [Recipient Name],

We are pleased to announce that our facility's capacity has been expanded to better serve our community. Effective [Insert Effective Date], the new capacity will allow us to accommodate up to [Insert New Capacity] individuals at a time.

This enhancement will enable us to provide improved services and a more comfortable experience for all our visitors. We appreciate your understanding and support as we make these improvements.

If you have any questions or need further information, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Facility Name]

[Your Contact Information]