

Facility Relocation Advisory

Date: [Insert Date]

Dear [Community Name/Residents],

We hope this message finds you well. We are writing to inform you of an important change regarding our facility. After careful consideration and planning, we have decided to relocate our [Facility Type] from [Current Address] to [New Address]. This decision has been made to better serve our community and enhance our services.

The relocation is scheduled for [Relocation Date]. We assure you that we are committed to making this transition as smooth as possible. Our team is dedicated to maintaining a high standard of service and minimizing any disruption during this period.

We appreciate your understanding and support as we move forward with this change. Should you have any questions or need further information, please feel free to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Facility Name]

[Contact Information]