

# Notice of Facility Relocation

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you that [Your Company Name] will be relocating our facility to a new location effective [Relocation Date]. This decision comes as part of our ongoing efforts to enhance our operations and better serve our partners.

The new address will be:

[New Facility Address]

We want to assure you that this relocation will not interrupt our existing services and that we remain committed to our partnership. Our contact information will remain the same, so you can continue to reach out to us as usual.

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

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]