

Facility Relocation Confirmation

Date: [Insert Date]

To: [Board Members' Names]

From: [Your Name]

Subject: Confirmation of Facility Relocation

Dear Board Members,

We are pleased to confirm the relocation of our facility to the new location at [New Address]. This decision has been made after thorough consideration and planning to ensure it aligns with our strategic goals.

The transition is scheduled for [Date of Transition], and we anticipate that it will enhance our operational efficiencies and better serve our stakeholders.

Thank you for your support as we embark on this exciting new chapter. We will keep you updated on our progress.

Best regards,

[Your Name]

[Your Position]

[Your Organization]