

Facility Relocation Information

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you that our facility will be relocating to a new address effective [Relocation Date]. The new address will be:

[New Facility Address]

Please note that all operations will be conducted at the new location from that date forward. We ask that you update your records accordingly and direct all future correspondence and deliveries to the new address.

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

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]