

Facility Relocation Notification

Date: [Insert Date]

Dear [Supplier's Name],

We are writing to inform you that [Your Company Name] will be relocating our facility to a new address effective [Relocation Date]. This decision has been made to better serve our clients and enhance our operational capabilities.

The new address will be:

[New Facility Address]

We kindly ask you to update your records accordingly. Please direct all future correspondence and shipments to the new address starting from the relocation date.

If you have any questions or require further clarification regarding this transition, please do not hesitate to reach out to us.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]