

# Supplier Update - Relocation Notice

Date: [Insert Date]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that [Your Company Name] will be relocating to a new address effective [Relocation Date]. The new address will be:

*[New Company Address Line 1]*

*[New Company Address Line 2]*

*[City, State, Zip Code]*

Please update your records accordingly and direct all future correspondence and shipments to our new location after the above date.

We appreciate your understanding and support during this transition. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]