

Warehouse Relocation Notification

Dear Valued Partners,

We wish to inform you that our warehouse operations will be relocating to a new facility as part of our growth strategy. The details are as follows:

- **New Warehouse Address:** 123 New Location St., City, State, ZIP
- **Effective Date:** January 15, 2024
- **Contact Number:** (123) 456-7890

We expect this move to enhance our operational efficiency and improve service delivery for our partners. We appreciate your understanding and support during this transition.

If you have any questions, please do not hesitate to reach out to us at support@company.com.

Thank you for your continued partnership.

Sincerely,

Your Company Name

Warehouse Operations Team