

Dear Valued Vendor,

We are excited to announce that we have moved to a new warehouse location. This transition is part of our commitment to improving our operations and providing you with better service.

New Warehouse Address:

1234 New Warehouse Lane
City, State, ZIP Code

Our new facility features advanced logistics systems to ensure efficient inventory management and faster order fulfillment. We believe this will enhance our partnership and your overall experience with us.

Our phone number and email address remain the same, so please feel free to reach out if you have any questions or need assistance during this transition.

Thank you for your continued support and partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]