

Operational Warehouse Relocation Update

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our warehouse operations.

Effective [Date], we will be relocating our warehouse to a new facility located at [New Address]. This move is part of our efforts to enhance our operational efficiency and better serve our valued partners like you.

Key details regarding the relocation:

- **New Address:** [New Address]
- **Effective Date:** [Date]
- **Contact Information:** [New Contact Number and Email]

We assure you that our commitment to providing quality service will remain unchanged during this transition. We appreciate your understanding and support as we make this important move.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]