

# Notice of Warehouse Closure and Relocation

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that our warehouse located at [Current Warehouse Address] will be officially closed as of [Closure Date]. This decision has been made as part of our strategic plan to enhance our operations and service delivery.

We are pleased to announce that we will be relocating to a new facility at [New Warehouse Address], where we will continue to serve our valued clients with improved efficiency. The new location will be fully operational starting [Operational Date].

During the transition period, we assure you that there will be no disruption to our services. Our team is committed to making this relocation as smooth as possible, and we will continue to keep you updated on our progress.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]