

Important Announcement: Warehouse Relocation

Dear Valued Client,

We hope this message finds you well. We are writing to inform you that we will be relocating our warehouse to a new facility. This move will allow us to serve you better and improve our overall efficiency.

New Warehouse Address:

1234 New Location St.
City, State, ZIP Code

Effective Date:

Our new warehouse will be operational from **January 15, 2024**.

Please update your records accordingly. We assure you that this transition will be seamless, and we are committed to minimizing any potential disruptions to your service.

If you have any questions or need further information, please do not hesitate to contact our customer service team at (123) 456-7890 or email us at support@example.com.

Thank you for your continued support and understanding.

Best regards,
[Your Company Name]
[Your Name]
[Your Position]
[Your Contact Information]