

Advisory Notice: Distribution Center Relocation

Date: [Insert Date]

To: [Insert Stakeholder Name/Organization]

Dear [Stakeholder Name],

We are writing to inform you about an important development regarding our distribution operations. As part of our ongoing efforts to enhance efficiency and service delivery, we will be relocating our distribution center from [Current Location] to [New Location].

The relocation is scheduled to take place on [Insert Date], and we anticipate that this transition will allow us to improve logistics capabilities and better serve our stakeholders.

We assure you that every measure will be taken to minimize disruptions during this transition. Our team is committed to maintaining open lines of communication throughout this process. Should you have any questions or require further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued partnership and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]