

Confirmation of Distribution Center Relocation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Company Name]

Subject: Confirmation of Distribution Center Relocation

Dear [Recipient's Name],

We are writing to confirm the relocation details of our distribution center as part of our ongoing efforts to enhance our operations. Below are the key details:

New Location:

[Insert New Address]

Relocation Date:

[Insert Relocation Date]

Business Hours:

[Insert New Business Hours]

Contact Information:

[Insert Contact Information]

We appreciate your understanding and support during this transition. Should you have any questions or need further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]