

Notice of Distribution Center Relocation

Date: [Insert Date]

To: [Insert Recipients]

From: [Insert Your Name/Department]

Subject: Notice of Relocation of Distribution Center

Dear [Recipient's Name],

We are writing to inform you that our distribution center will be relocating to a new facility effective [Insert Relocation Date]. This move is aimed at enhancing our operational efficiency and improving service delivery.

The new location will be:

[Insert New Address]

We anticipate that the relocation will not affect our service to you. However, if you have any questions or concerns, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and support during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]