

Notification of Distribution Center Move

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that [Company Name] will be relocating our distribution center to a new facility. This decision has been made to enhance our operations and better serve our customers.

Details of the Move:

- **Current Address:** [Current Address]
- **New Address:** [New Address]
- **Effective Date of Move:** [Effective Date]

We appreciate your understanding and cooperation during this transition. Our team is committed to ensuring that this move does not affect our service to you.

If you have any questions or concerns, please feel free to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]