

Dear Valued Supplier,

We are excited to announce the opening of our new location in [City/Region]. This new facility will officially launch on [Launch Date], and we want you to be the first to know about it.

Location Details:

Address: [Full Address]

Contact Number: [Phone Number]

Email: [Email Address]

What This Means for You:

As one of our trusted suppliers, your continued partnership is crucial. This expansion will allow us to enhance our operations, streamline supply chain processes, and improve service to our customers.

Upcoming Changes:

- New ordering processes
- Increased delivery schedules
- Dedicated supplier support for the new location

We would love to discuss this transition in more detail and answer any questions you may have. Please feel free to reach out to us at your earliest convenience.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]