

Announcement: New Service Location

Dear Team,

We are excited to announce the opening of our new service location effective [start date]. This new location is part of our efforts to expand our services and better serve our clients.

New Location Details:

Address: [New Address]

Phone: [New Phone Number]

Operating Hours: [Operating Hours]

We encourage all team members to familiarize themselves with the new location and its services. Please refer any inquiries to [Contact Person] at [Contact Email].

Thank you for your support as we continue to grow.

Best regards,

[Your Name]

[Your Position]