

Office Relocation Sale Announcement

Dear Valued Vendors,

We are excited to announce that we are relocating our office to a new location! As part of this transition, we will be holding a special sale of our office equipment and supplies.

Sale Details:

- **Date:** April 15-16, 2023
- **Time:** 9:00 AM - 5:00 PM
- **Location:** 123 New Address St, City, State, Zip

Items for Sale:

We will be offering a variety of items including:

- Desks
- Chairs
- Computers and peripherals
- Office supplies
- Meeting room equipment

Contact Information:

If you have any questions or would like further details, please do not hesitate to contact us:

Email: contact@company.com

Phone: (123) 456-7890

Thank you for your continued support. We look forward to seeing you at the sale!

Best Regards,

[Your Name]

[Your Position]

[Company Name]