

Office Expansion Announcement

Dear Valued Supplier,

We are excited to announce that we are expanding our office facilities to better serve our clients and partners, including you. This expansion will allow us to increase our operational capacity and enhance our services.

The new office will be located at:

*123 New Location Ave,
Suite 100,
City, State, ZIP Code*

The official move-in date will be [Insert Date]. We appreciate your continued partnership and are looking forward to collaborating more effectively from our new space.

Please update your records accordingly. Should you have any questions, feel free to reach out to us.

Thank you for your support and understanding.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]