

Month Day, 20XX

Address
City, State, ZIP

Dear [Name]:

Important information about your [industry] service

On Thursday, [Month Day, 20XX], [Client]'s Atlanta, GA, location will close and, beginning [Month Day], your [industry items] will be delivered to and processed at our center in Atlanta, GA, location. Enclosed you will find the new phone number and instructions to place [industry] orders, the [Client] *Preparation Guidelines*, and a supply order form. Please note you will receive a new VRU ID (see below), and your adjustment notices will now be returned to you by [method]. To help us with this process, complete the form below and return it in the enclosed postage-paid envelope.

Note: *Your courier fees and availability are expected to remain the same.*

Armored carrier notification/Timing of delivery changes

We have notified your local armored carrier of the move to [Client]'s Atlanta, GA, location. We recommend that you reconfirm this with your carrier, and let them know that as of [Month Day, Year], your affected [industry items] will be delivered to and [industry] orders will be picked up from the new Atlanta, GA location.

[Client]
Atlanta, GA, location

Reminder: The last day [industry items] should be delivered to the current Atlanta, GA, location is [Month Day, 20XX]; the first day they should be delivered to the new Atlanta, GA, location is [Month Day, 20XX]. Keep in mind, too, that all [industry items] should be separated – one for [XX] and a separate one for [XX]. Place only one [XX] in each bag, with a separate ticket enclosed for each.

Orders

Beginning [Month Day], the toll-free phone number you use for [Client]'s Atlanta, GA Location is 800-###-####. We have enclosed the *Ordering System* guide to help you through this process. Your new VRU ID is «VRU_User_ID». Starting [Month Day], you may call [Client]'s Commercial Customer Service Center number at 800-###-####, press [3-digit code], and a company representative will be happy to assist you.

Please share this information

This notification was directed to your corporate headquarters. Please share the information more broadly within your company as appropriate.

Thank you for your business

[Client] is committed to providing you superior quality [industry] processing services. If you have any questions about the information contained in this letter, please contact your sales officer.

Sincerely,

[Name], Vice President
[Industry] Project Manager
[Client]

Action required: Please provide us with your updated information

As of [Month Day], your adjustment advices will now be returned to you by [method]. Please complete the following information, detach this form at the perforation and return it to us by [Month Day], in the enclosed, postage paid envelope. To include additional stores, simply indicate the location and [information] on a separate paper and attach it to the form.

[Customer's site name]

Please send my adjustment advices to:

___ Headquarters [Information]
___ Store location [Information]

Company representative (print): _____
Company representative signature: _____
Company representative phone: (_____) _____ - _____