**Date:**  21st July 2019

Dear [Name Here],

Good news, after much negotiation the XYZ pharmaceutical has been allowed to move its store at the Main canal road effective from a weeks’ time from now.  The new store is much bigger than before. Earlier due to less space available we had a limited quantity of medicines to offer but with a bigger store, we can offer our customers with more medicines being made available.

Looking for better prospects.

Sincerely,

Mr. Greg,

Assistant Manager