Good afternoon,

Packages destined for the southwestern states have an arrival time of up to two weeks causing immense customer dissatisfaction. A new distribution center will be built to emulate our consumers’ demands.

A meeting has been set for **Feb. 9**, this Friday, to discuss possible distribution center locations. Please arrive prepared to research these locations’ pros and cons so that a vote can be made as promptly as possible to meet deadlines.

The possible distribution center locations in review are Tucson, Phoenix, and Santa Fe.

Management would like this facility to be fully operational no later than July 1, 2019. In order for the center to be fully operational, we need to have a decision no later than February 1, 2019 and break ground by October of the same year.

A follow up meeting will be scheduled for three weeks post the meeting planned for this Friday for the votes to be cast.

It’s time to get the ball rolling.

Sincerely,

Andrew McLennon

Senior Advisor of Consumer Operations

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