



Date: November 11th, 2023

To: Our Valued Customers and Partners

From: Emily Sugiyama

Subject: Exciting Announcement – New Location!

We are excited to announce a new development that will enhance our operational efficiency and allow us to better meet our customers' needs. We have moved locations effective November 11th. This move was a strategic decision that enables us to optimize our processes and cater to your requirements more effectively.

Our Accounting (including remittance), Customer Service, Engineering, Warehousing, Production will be located at:

**5524 Fortune Circle S, Suite F
Indianapolis, IN 46241**

Please make note of this new address for all correspondence and inquiries related to shipping, accounting, and order processing.

Our goal is to make this transition as seamless as possible for you. If you have any questions or concerns regarding this move, please do not hesitate to contact me at e-sugiyama@ryoei-usa.com. We are committed to providing exceptional service, and appreciate your understanding as we work to improve our operations.

Thank you for your trust in RYOEI.

Best regards,

Emily Sugiyama
Chief Operating Officer