

Notice of Office Closure

Dear Valued Clients and Guests,

We would like to inform you that our office will be closed for renovations from **[start date]** to **[end date]**. During this time, we will be upgrading our facilities to better serve you.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any urgent inquiries, please feel free to contact us via email at **[email address]** or phone at **[phone number]**.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]