

# Office Closure Notification

Dear [Recipient's Name],

We would like to inform you that our office will be temporarily closed from [Start Date] to [End Date]. This closure is due to [reason for the closure, e.g., renovations, public health concerns, etc.].

During this period, our team will be available via email at [email address] and will respond to your inquiries as promptly as possible.

We appreciate your understanding and cooperation during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]