

Notice of Temporary Office Closure

Dear Valued Clients,

We would like to inform you that our office will be temporarily closed from [Start Date] to [End Date]. During this time, our team will not be available for in-person consultations or services.

We apologize for any inconvenience this may cause and appreciate your understanding. Our team will continue to be accessible via email and phone during this period, and we will respond to all inquiries as promptly as possible.

Thank you for your continued support.

Sincerely,
[Your Company Name]
[Contact Information]