

Temporary Office Closure Notification

Dear Valued Supplier,

We hope this message finds you well. We are writing to inform you that our office will be temporarily closed from **[Start Date]** to **[End Date]** due to **[Reason for Closure]**.

During this period, there will be no in-person meetings or deliveries, and our staff will be working remotely. However, we will continue to be available via email and phone to address any urgent matters.

We appreciate your understanding and cooperation during this time. Normal operations will resume on **[Resumption Date]**.

Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]