

# Notice of Temporary Office Closure

Dear Valued Customers,

We would like to inform you that our office will be temporarily closed for facility renovations starting from **January 15, 2024** and will reopen on **February 1, 2024**.

During this time, we will not be able to assist you in-person, but our customer service team will be available via phone and email for any urgent inquiries.

We appreciate your understanding and look forward to serving you in our updated space.

Thank you for your continued support.

Sincerely,

**Your Company Name**  
**Contact Information**