

Notice of Temporary Closure

Date: [Insert Date]

To Whom It May Concern,

This letter serves to inform you that [Dealer Name], located at [Dealer Address], will be temporarily closed starting from [Start Date] to [End Date]. This closure affects our motor vehicle dealer license #[License Number].

The reason for this temporary closure is [insert reason, e.g., renovations, unforeseen circumstances, etc.]. During this period, we will not be able to conduct any business operations, including [list any specific operations affected if applicable].

We anticipate resuming normal operations on [Reopening Date]. Should there be any changes, we will notify you promptly.

We apologize for any inconvenience this may cause and appreciate your understanding during this time.

For any urgent inquiries, please contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Dealer Name]

[Contact Information]