

Notice of Intended Shipping Break

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We would like to inform you of our intended shipping break from [start date] to [end date]. During this period, we will be unable to process any shipping requests.

This decision is made to ensure that we maintain the quality of our services and manage our resources effectively. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns regarding this notice, please feel free to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]