

Notice of Temporary Business Closure

Date: [Insert Date]

Dear Valued Customers,

We would like to inform you that [Business Name] will be temporarily closed from [Start Date] to [End Date] for maintenance purposes. This closure is necessary to ensure that we continue to provide you with the highest quality of service.

We apologize for any inconvenience this may cause and appreciate your understanding during this time. Our team is committed to making the necessary improvements and we look forward to welcoming you back on [Reopening Date].

If you have any questions or need further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your support.

Sincerely,

[Your Name]
[Your Position]
[Business Name]