

Notice of Temporary Business Suspension

Date: [Insert Date]

Dear Valued Customers,

We are writing to inform you that our business, [Your Business Name], will be temporarily suspended due to necessary renovations. This decision has been made to enhance our services and provide you with a better experience.

The temporary closure will begin on [Start Date] and is expected to last until [End Date]. During this period, we will not be able to provide our regular services.

We apologize for any inconvenience this may cause and appreciate your understanding. We look forward to welcoming you back to our newly renovated premises.

If you have any questions or need further information, please feel free to contact us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]