

Temporary Closure Notification

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you that due to [reason for temporary closure], our operations will be temporarily suspended from [start date] to [end date].

During this period, we will not be able to process orders or receive shipments. We kindly ask for your understanding as we navigate through this situation.

Please feel free to reach out to us at [contact information] if you have any questions or require further information.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]