

Notice of Temporary Closure

Date: [Insert Date]

Dear Valued Stakeholders,

We hope this message finds you well. We are writing to inform you about a temporary closure of our facility due to [reason for closure]. This decision has been made in the best interest of our community and stakeholders.

The closure will take effect from [start date] and is expected to last until [end date]. During this time, our team will be working hard to [insert any relevant activities or preparations].

We understand the impact this may have on you and appreciate your understanding and support during this period. Please feel free to reach out to us at [contact information] if you have any questions or need further information.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]