

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an abrupt interruption to our business operations due to [briefly explain reason, e.g., unforeseen circumstances, natural disaster, etc.].

Effective [start date], our operations will be temporarily halted, and we anticipate that we will resume normal business functions by [estimated end date]. During this period, we will remain available for communication and will do our best to address any immediate concerns.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding and support as we navigate this challenging situation.

If you have any questions or need further information, please do not hesitate to reach out to us at [your contact information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]