

Notice of Supplier Closure for Maintenance

Date: [Insert Date]

Dear Valued Supplier,

We would like to inform you that our facility will be temporarily closed for maintenance from [Start Date] to [End Date]. During this period, operations will be halted, and we will not be able to process any orders or inquiries.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. We will resume normal operations on [Resumption Date].

If you have any questions or require further assistance, please do not hesitate to reach out before the maintenance period begins.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]