

Supplier Interim Closure Update

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Interim Closure Update

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of the interim closure of [your company's name/department], effective from [start date] to [end date]. This decision has been made in light of [reason for the closure].

Please be assured that we are committed to maintaining strong communication during this period. We appreciate your understanding and cooperation as we navigate these changes. Your understanding is crucial for us to keep our operations smooth, and we aim to minimize any disruptions to our ongoing collaboration.

Should you have any questions or require further details, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter. We look forward to resuming our full operations and continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]