

# Temporary Facility Closure Alert

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you that our facility will be temporarily closed from [start date] to [end date] due to [reason for closure]. During this period, we will be unable to process orders or shipments.

We understand the importance of our collaboration and appreciate your understanding during this time. Please feel free to reach out to us for any urgent matters at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]