

Notice of Temporary Closure

Dear [Customer/Community Members],

We would like to inform you that our facility will be temporarily closed on [Public Holiday Date] in observance of [Public Holiday Name]. We apologize for any inconvenience this may cause.

Regular operations will resume on [Date of Reopening]. Thank you for your understanding and continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Contact Information]