

Notice of Temporary Closure

Date: [Insert Date]

Dear [Customer/Resident/Employee],

We are writing to inform you that [Facility/Service Name] will be temporarily closed for maintenance purposes. The closure will take place from [Start Date] to [End Date].

During this period, we will be undertaking essential maintenance work to ensure that we continue to provide you with the highest level of service. We appreciate your understanding and cooperation during this time.

If you have any questions or concerns, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]