

Notice of Temporary Business Pause

Date: [Insert Date]

Dear [Customer/Employee/Stakeholder],

In response to the recent public health measures implemented to ensure the safety and well-being of our community, we have made the difficult decision to temporarily pause our business operations. This decision is effective from [Start Date] to [End Date].

We are committed to prioritizing the health and safety of our employees and customers during this time. We will continue to monitor the situation closely and follow all guidelines set forth by health authorities.

We appreciate your understanding and support during this challenging time. Please feel free to reach out to us at [Contact Information] for any inquiries or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]