

# Notice of Short-Term Business Closure

Dear Valued Customers,

We are writing to inform you that our business will be temporarily closed for improvements from **[start date]** to **[end date]**.

During this time, we will be upgrading our facilities to serve you better. We apologize for any inconvenience this may cause and appreciate your understanding.

We look forward to welcoming you back on **[reopening date]** with enhanced services and a better experience.

Thank you for your continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Business Name]  
[Contact Information]