

Notification of Temporary Business Shutdown

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that [Your Business Name] will be temporarily shutting down operations from [Start Date] to [End Date] due to [reason for shutdown, e.g., renovations, unforeseen circumstances, etc.].

During this period, we will not be able to serve our valued customers. We apologize for any inconvenience this may cause and appreciate your understanding.

We anticipate resuming normal operations on [Expected Resumption Date]. In the meantime, if you have any questions or require assistance, please feel free to reach us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Contact Information]