

Notice of Temporary Office Closure

Dear Valued Clients,

We hope this message finds you well. We are writing to inform you that our office will be temporarily closed from **[Start Date]** to **[End Date]** due to **[reason for closure, e.g., renovations, unforeseen circumstances]**. During this period, our team will be working remotely and available to assist you.

Please feel free to contact us via email at **[email@example.com]** or by phone at **[Phone Number]**. We appreciate your understanding and look forward to serving you again in person after our reopening.

Thank you for your continued support.

Best regards,

[Your Company's Name]
[Your Name]
[Your Position]
[Company Contact Information]