

Immediate Site Closure Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company Name]

Subject: Immediate Closure of [Site/Project Name]

Dear [Recipient's Name],

We regret to inform you that [Site/Project Name], located at [Address/Location], will be closed immediately due to [reason for closure, e.g., safety concerns, emergency, etc.]. This decision has been made in the interest of safety and compliance with applicable regulations.

Please ensure that all operations are ceased immediately and that all personnel are evacuated from the site. We appreciate your cooperation during this process.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]