

Office Hours Closure Notice

Dear [Team/Employees/Clients],

We would like to inform you that our office will be closed on [Date(s)] due to [Event/Reason for closure].

Please note the following details:

- **Closure Dates:** [Dates]
- **Reason:** [Event Description]
- **Reopening:** [Date and Time of Reopening]

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any urgent matters, please reach out to us via [contact method].

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Company Name]