

Dear Valued Customers,

We would like to inform you that our store will be closing early on [Date] at [Time].

This change is due to [reason, e.g., maintenance, staff training, etc.]. We apologize for any inconvenience this may cause and appreciate your understanding.

Regular hours will resume on [Next Date], and we look forward to serving you then!

Thank you for your continued support.

Sincerely,

[Your Store Name]

[Contact Information]