

Notice of Store Shutdown

Date: [Insert Date]

Dear Valued Customers,

We regret to inform you that [Store Name] will be closing temporarily due to [reason, e.g., renovations, unforeseen circumstances]. The last day of operation will be [Last Operating Date], and we anticipate reopening on [Expected Reopening Date].

We appreciate your understanding during this time and encourage you to visit us before the shutdown. For any inquiries, please feel free to contact us at [Contact Information].

Thank you for your continuous support.

Best regards,

[Your Name]

[Your Position]

[Store Name]

[Contact Information]