

Notification of Planned Store Closure

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you that our [Store Name], located at [Store Address], will be closing its doors temporarily starting from [Closure Start Date] and is expected to reopen on [Reopening Date].

This decision was not made lightly, and we sincerely appreciate your understanding during this time. The closure is necessary to [briefly explain reason, e.g., undertake renovations, expand our product offerings, etc.].

While we are closed, we encourage you to visit our [website/other locations] for continued service and updates. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support and understanding.

Sincerely,
[Your Name]
[Your Position]
[Store Name]