

# Important Notice: Road Closure and Detour Route

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Organization/Department]

Dear [Recipient Name],

We would like to inform you that due to [reason for road closure] on [specific road/street], the road will be closed starting from [start date] to [end date].

To ensure smooth traffic flow and minimize inconvenience, a detour route has been established as follows:

- From [starting point], turn left onto [detour road 1]
- Proceed [distance or direction] to [detour road 2]
- Turn right onto [detour road 2] and continue until you reach [destination]

We appreciate your understanding and cooperation during this time. Should you have any questions or require further assistance, please feel free to contact us at [contact information].

Thank you for your patience.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]