

# Upcoming Road Closure Announcement

Date: [Insert Date]

Dear Residents and Business Owners,

We would like to inform you about an upcoming road closure that will affect the area of [Insert Location]. The closure is scheduled to begin on [Insert Start Date] and is expected to last until [Insert End Date].

The reason for this closure is [Insert Reason, e.g., road repairs, construction, etc.].

During this period, alternative routes will be provided to minimize inconvenience. We recommend planning your journeys accordingly and allowing extra travel time.

We appreciate your understanding and cooperation during this time. For more information, please contact [Insert Contact Information].

Thank you.

Sincerely,  
[Insert Your Name]  
[Insert Your Title]  
[Insert Organization Name]