

Immediate Closure Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Organization]

Subject: Immediate Closure Notice Due to Emergency Circumstances

Dear [Recipient Name],

We regret to inform you that, due to unforeseen emergency circumstances, [Organization/Facility Name] will be closed effective immediately. The health and safety of our employees and clients are our utmost priority.

We anticipate resuming normal operations on [Insert Expected Reopening Date], but we will keep you updated on any changes to this timeline. Please reach out to us at [Contact Information] if you have any questions or require further assistance.

Thank you for your understanding during this challenging time.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]