

Rapid Response Closure Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that, effective immediately, [Company/Organization Name] will be undergoing a rapid response closure due to [reason for closure]. This decision has been made to ensure the safety and well-being of our employees and stakeholders.

We understand the impact this may have on our community and are committed to providing support during this transition. For any urgent inquiries, please contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[Company Phone Number]