

Urgent Notification

Dear [Recipient's Name],

We regret to inform you that due to [reason for closure], our [facility/office/store] will be closed effective immediately. This decision was made to ensure the safety of our employees and customers.

We apologize for any inconvenience this may cause and appreciate your understanding during this unexpected situation. Please stay tuned for further updates regarding our reopening.

If you have any questions or require immediate assistance, please contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]