

Seasonal Closure Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We would like to inform you that our operations will be temporarily closed for the season starting from [Start Date] until [End Date].

During this period, we will not be available for regular services. We encourage you to reach out with any urgent matters before our closure. Our team will be back to assist you on [Reopening Date].

Thank you for your understanding and support. We look forward to serving you again when we reopen.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]