

Notice of Temporary Business Closure

Date: [Insert Date]

Dear Valued Customers,

We would like to inform you that [Your Business Name] will be temporarily closed from [Start Date] to [End Date] due to our relocation to a new location. This move will help us serve you better with improved facilities and services.

During this period, we will not be operating, but we encourage you to visit us at our new address starting [New Opening Date]:

[New Address]

We appreciate your understanding and support during this transition. For any inquiries, please contact us at [Your Contact Information].

Thank you for your continued patronage!

Sincerely,
[Your Name]
[Your Title]
[Your Business Name]