

Notification of Anticipated Seasonal Pause in Operations

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the [specific season, e.g., winter] season, we wish to inform you of our anticipated seasonal pause in operations.

Starting from [start date], our operations will be temporarily suspended due to [reason for the pause, e.g., weather conditions, maintenance, etc.]. We anticipate resuming regular operations on [end date]. During this period, we will ensure all necessary measures are in place to resume promptly.

We appreciate your understanding and support as we navigate this seasonal change. If you have any questions or require further details, please do not hesitate to reach out to us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]