

Notice of Planned Seasonal Closure for Maintenance

Dear Valued Customers,

We would like to inform you that our facility will undergo planned maintenance, leading to a seasonal closure. The closure will commence on **[Start Date]** and will continue until **[End Date]**.

During this period, we will be making essential improvements to enhance your experience with us. We apologize for any inconvenience this may cause and appreciate your understanding.

Please feel free to reach out to us at **[Contact Information]** for any inquiries.

Thank you for your continued support, and we look forward to welcoming you back after the maintenance.

Sincerely,

[Your Name]
[Your Position]
[Company Name]