

Notice of Halt in Business Order Processing

Date: [Insert Date]

To: [Client/Customer Name]

From: [Your Company Name]

Subject: Temporary Halt in Order Processing

Dear [Client/Customer Name],

We hope this message finds you well. We are writing to inform you that due to [reason for halt, e.g., unexpected circumstances, maintenance, etc.], we will be temporarily halting the processing of business orders.

This change will take effect from [start date] and is expected to last until [end date]. During this period, we will work diligently to resolve the issue and resume normal operations as soon as possible.

We understand the impact this may have on your business, and we sincerely apologize for any inconvenience. Should you have any questions or require further assistance, please do not hesitate to reach out to us at [contact information].

Thank you for your understanding and support.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]