[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Important Notice: Temporary Office Closures**

Dear [Customer/Employee/Stakeholder’s Name],

We are writing to inform you that [COMPANY NAME] will temporarily close our office(s) located at [Office Location(s)] from [START DATE] to [END DATE] due to [*reason, e.g., maintenance, public holiday, health precautions, etc.*].

**Details of the Closure**

* **Office Location(s) Affected**: [*Specify affected locations*]
* **Closure Duration**: [START DATE] to [END DATE]
* **Reopening Date**: [DATE]

**Impact and Alternative Arrangements**

During this period, you can still reach us via:

* **Phone**: [PHONE NUMBER]
* **Email**: [EMAIL ADDRESS]
* **Other Contact Methods**: [*Details, e.g., online chat, help desk, etc.*]

Our team remains committed to providing uninterrupted support and will continue to operate remotely as needed to assist with any urgent matters.

**Support and Questions**

If you have any questions or concerns regarding this temporary closure, please contact [Name, Title] at [Email Address/Phone Number].

We apologize for any inconvenience this may cause and appreciate your understanding.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]