[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Important Notice: Early Closure of [Services/Facilities]**

Dear [Customer’s Name/Valued Customers],

We are writing to inform you that [COMPANY NAME] will be closing [services/facilities] earlier than usual on [DATE] due to [*reason for early closure, e.g., maintenance, staff training, unforeseen circumstances, etc.*].

**Early Closure Details**

* **Affected Service/Facility**: [Specific Service/Facility]
* **Adjusted Hours**: [*New Operating Hours, e.g., “Closing at 2:00 PM instead of 5:00 PM”*]
* **Regular Hours Resume**: [*Date and Time, e.g., “The following business day at 9:00 AM”*]

**Customer Impact**

We encourage you to plan ahead if you were intending to visit or use our services during the adjusted hours. For urgent needs, please contact us directly at [Email Address/Phone Number] to discuss alternative arrangements.

**Support and Questions**

If you have any questions or concerns, please don’t hesitate to reach out to [Name, Title] at [Email Address/Phone Number].

We apologize for any inconvenience this may cause and thank you for your understanding and cooperation.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]