To,

[Recipient Name]  
[Address]

Re. Notification for the Temporary Suspension of the Business

Dear Customer,

This letter aims to notify you about the temporary closure of CLK Cladding and Footwear from 1st July 20XX to onwards. The end of suspension is not known yet. The reason behind the closing of the business is the inflicted lockdown in the country due to the gruesome situation of pandemic prevailing in the country.

Due to the daily huge rise in the number of Covid-19 patients, the government has inflicted a lockdown in the whole country categorically. The business of clothing and footwear does not lie under the category of the business which can stay open during the lockdown. The shutdown of business is made totally on the grounds of customer health care. To make sure social distancing and staying at home shutting down the businesses is evitable. To keep pace with the customer demands and necessities, online business working shall remain open. The business will stay closed till further orders by the government regarding the opening of the businesses and strategies of the lockdown.

The lockdown is expected to be lifted until the end of August. Amidst this grim situation, we are glad to inform you that the business shall stay open for online shopping and the company has decided to give out a flat 20 percent off on all the products to cherish its customers with the loyalty card.

We are grateful to your support, understanding, and kind assistance in the time of this pressing dilemma and complication. For more queries don’t hesitate to dial [X] or reach us by [Email].

Sincerely,

CEO CLK Cladding and Footwear

Sector A4F Ninety-seventh Street

James Hole Knots New York City, US