Date:

Dear valued customers,

We are feeling so regretful to announce that our company (mention the name) is going to be closed temporarily considering prevailing conditions. Since we all are aware of the seriousness of the matter, we don’t want to add stress to this situation, and we want to let you know that we are dealing with these circumstances with valor and patience.

To make sure that we take all the necessary steps and remain responsible in these testing times, all our stores across the country will remain closed. Furthermore, the company has postponed all the planned events.

Since the situation is so unpredictable, any changes to our plans will be communicated to you. We are closely monitoring the situation and waiting for things to revert to normalcy so that we can start operating again by following all SOPs.

We want to let you know that our online store will be working during this time. If you want to place an order, you can easily visit our website. In case you have any queries, feel free to contact us. Our customer representatives are always here to guide you

We hope that we will be out of this unprecedented situation and get rid of this deadly disease as soon as possible.

[Your Name]  
[Designation]