**Notice to   
all customers**

**COVID-19**

Nothing is more important to us than the well-being of our team members, our customers and the communities we serve.

**For this reason, we have decided to temporarily close our business [until further notice or until (date reopening)].**

You can still find our products/services online at [insert company website address].

For questions or update regarding our situation and measures we have put into place, please visit [website]. You can also reach us at [email address] or call us at [phone number].

We look forward to seeing you when we can safely serve you again!

Thank you for your understanding,

[Name of business figurehead]

[Position title of the above]

[Company Name]

For health resources check out [your province/local authority website]