A Message From Your [Company Name] Team

Dear [Customer Name],

As of [date] we will be temporarily closing [Company] per state regulations during COVID-19 quarantine.

The health and safety of our customers and employees is always our first priority and we are looking forward to when we can reopen and continue serving you and your family, ensuring your homes and businesses remain safe, healthy, and clean.

We have been keeping up with CDC recommendations, as well as recommendations from The Worldwide Cleaning Industry Association (ISSA), and have been taking important steps to ensure the safety of our cleaning crews, as well as our customers and their spaces.

* If you encounter any cleaning or sanitation issues during your time in quarantine, we are here to help. Please call the following number, where you can reach members of our team who are happy to answer questions and help walk you through tips on how to disinfect and sanitize your home or business during the COVID-19 outbreak.
  + [Add contact number/email]

And/or:

* In addition, here are some other pointers to help keep your spaces sanitized during this time and information on what to do if you encounter a problem.
  + [Add helpful tips/products here]

Health and safety are always our number one priority, and in addition to preventing the spread of COVID-19, we are committed to the safety and health of your homes and businesses by keeping you free of COVID-19, especially under quarantine.

We wish you and your family the best during this time.

Your team at [Company]