[Insert Business Logo]

**The well-being of our employees, customers, and suppliers is our number one priority.**

Based on the rapidly changing COVID-19 outbreak, we have made the decision to temporarily close [insert liquor store name] starting [date], until it is deemed safe by public health authorities to reopen.

We will continue to accept delivery orders [by phone and online] and are ramping up our delivery platforms.

The health and safety of our employees, customers, and suppliers continues to be our highest priority. As the virus continues to spread in communities across Canada and worldwide, we have made this difficult but important decision to close.

[If applicable: insert comment that you will be compensating staff during this time.]

We thank you for your patience as we navigate these rapid changes and unprecedented circumstances. We will continue to communicate updates on our website [insert link] and social media platforms [insert links] as news further develops.

We also encourage you to visit the [Public Health Agency of Canada website](https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html) and [BC Centre for Disease Control website](http://covid-19.bccdc.ca/) for current updates and recommendations.

We look forward to reopening our doors when it is safe for you and our staff. In the meantime, stay safe and take care.

Sincerely,

Name

Title, Business Name