

Festive Season Closure Reminder

Dear [Recipient's Name],

As the festive season approaches, we would like to remind you that our office will be closed from [Start Date] to [End Date]. Regular business operations will resume on [Reopening Date].

We appreciate your understanding and wish you a wonderful festive season filled with joy and celebration.

If you have any urgent matters, please reach out to us before the closure date.

Warm regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]