

# Holiday Break Notification

Dear [Partner's Name],

We hope this message finds you well. We would like to inform you that our office will be closed for the holiday break from [Start Date] to [End Date]. During this period, our team will be unavailable to respond to emails or inquiries.

We appreciate your understanding and support. We will resume regular operations on [Return Date]. If you have any urgent matters that require attention before our break, please feel free to reach out to us by [deadline].

Thank you for your partnership, and we wish you a wonderful holiday season!

Best regards,

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