

Holiday Shutdown Notification

Dear [Client's Name],

We hope this message finds you well. As the holiday season approaches, we would like to inform you that our office will be closed from [Start Date] to [End Date]. During this period, we will not be available to respond to emails or phone calls.

We encourage you to reach out to us before the holiday shutdown if you have any urgent matters or require assistance. Our team will resume normal operations on [Reopening Date].

Thank you for your understanding, and we wish you a joyous holiday season!

Best regards,

[Your Name]
[Your Position]
[Your Company]