

# Notice of Holiday Closure

Dear [Recipient's Name],

We would like to inform you that our office will be closed in observance of the upcoming holiday.

**Closure Dates:** [Start Date] to [End Date]

During this time, we will not be available to respond to emails or phone calls. We will resume regular business hours on [Reopening Date].

We appreciate your understanding and wish you a wonderful holiday season!

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]