

End-of-Year Holiday Downtime Notice

Dear [Recipient's Name],

As we approach the end of the year, we would like to inform you about our holiday downtime schedule. Our offices will be closed from [start date] to [end date] in observance of the holiday season.

During this time, our support services will be unavailable, and we will not be processing any orders or inquiries. We encourage you to plan accordingly and reach out to us before the downtime if you have any urgent requests.

We wish you a wonderful holiday season and look forward to serving you in the new year!

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