

# Festive Season Closure Notification

Dear Valued Partner,

We hope this message finds you well. As the festive season approaches, we would like to inform you that our offices will be closed from **[Start Date]** to **[End Date]**. We will resume normal operations on **[Resume Date]**.

During this time, our team will not be available to respond to inquiries or process orders. We encourage you to plan ahead and reach out to us before the closure if you have any urgent matters.

We appreciate your partnership and support throughout the year. Wishing you and your team a joyous festive season!

Warm regards,

**[Your Name]**

[Your Position]

[Your Company Name]

[Your Contact Information]