Holiday Schedule Update

Dear Stakeholders,

We hope this message finds you well. We would like to inform you about the updated holiday schedule for the upcoming months.

Holiday Schedule:

- New Year's Day: January 1, 2024
- Martin Luther King Jr. Day: January 15, 2024
- Presidents' Day: February 19, 2024
- Spring Break: March 25-29, 2024
- Memorial Day: May 27, 2024

Please mark these dates in your calendars. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention and support.

Best regards,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]