

Dear [Franchisee Name],

We hope this message finds you well. As the holiday season approaches, we want to inform you about the upcoming downtime during this period.

Our offices will be closed from [Start Date] to [End Date], reopening on [Reopening Date]. During this time, we will not be processing orders, and customer support will be limited.

We encourage you to plan accordingly to ensure that your business operations remain smooth during this downtime. Please make sure to address any immediate needs with your inventory and staffing ahead of the holiday closures.

If you have any questions or require further assistance, please do not hesitate to reach out to us before the holiday break.

Thank you for your understanding and wishing you a prosperous holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]