

Important Notice: Upcoming Public Holiday

Dear [Recipient's Name],

We would like to inform you that on [Date], there will be a public holiday observed due to [Reason for Holiday]. As a result, our services will be impacted as follows:

- **Office Hours:** Our offices will be closed on [Date]. Normal business hours will resume on [Date].
- **Service Availability:** [Describe any services that will be unavailable or altered during the holiday period.]
- **Customer Support:** Our customer support team will be unavailable on the holiday, but you can reach us via [alternate contact method] for urgent matters.

We apologize for any inconvenience this may cause and thank you for your understanding. Should you have any questions or concerns, please do not hesitate to contact us.

Best regards,

[Your Name]
[Your Position]
[Your Company]