

# Reminder: Upcoming Public Holiday Observance

Dear [Recipient's Name],

This is a friendly reminder that [Public Holiday Name] is approaching on [Date]. As per our company policy, please be reminded that our office will be closed on this day.

We encourage you to take this opportunity to relax and enjoy the holiday with your loved ones. Should you have any urgent matters, please ensure they are addressed before the holiday.

Thank you for your attention, and we wish you a joyful holiday!

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