

# End-of-Year Office Closure Advisory

Dear Valued Customers,

As we approach the end of the year, we would like to inform you that our office will be closed for the holiday season from December 24, 2023, to January 1, 2024.

Normal business operations will resume on January 2, 2024. During this time, we will not be available to respond to emails or phone calls. We encourage you to plan ahead to ensure any necessary transactions or communications are made prior to our closure.

We appreciate your understanding and support. Wishing you and your loved ones a joyous holiday season and a prosperous New Year!

Best regards,

[Your Company Name]

[Your Contact Information]