

Temporary Office Closure Announcement

Dear Valued Clients and Partners,

We wish to inform you that our office will be temporarily closed for the holiday season from **[Start Date]** to **[End Date]**.

During this period, our team will be unavailable to respond to emails or phone calls. We will resume regular operations on **[Resumption Date]**.

Please make sure to schedule your appointments accordingly, and we appreciate your understanding during this time.

Wishing you a joyful holiday season!

Sincerely,
[Your Company Name]
[Your Name]
[Your Position]
[Contact Information]