

# Winter Closure Update

Dear [Recipient's Name],

We hope this message finds you well. As winter approaches, we wanted to inform you about our upcoming closure schedule to ensure you are aware of any changes that may affect you.

The [Your Organization/Company Name] will be closed for the winter season from [Start Date] to [End Date]. During this time, our team will be unavailable, and operations will be paused.

If you have any urgent matters, please reach out to us before the closure or after we reopen on [Reopening Date]. We appreciate your understanding and support during this time.

Wishing you a wonderful winter season!

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization/Company Name]  
[Contact Information]