

# Vendor Advisory: Holiday Service Changes

Dear [Vendor Name],

As the holiday season approaches, we want to take a moment to inform you about the changes to our service schedule during this period.

## Holiday Schedule:

- **Thanksgiving:** Closed on November 24th, reopening November 27th
- **Christmas:** Closed on December 25th, reopening December 26th
- **New Year:** Closed on January 1st, reopening January 2nd

We encourage you to plan accordingly and reach out to us with any urgent requests before these dates.

Thank you for your understanding and continued partnership.

Sincerely,

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