

# Vendor Alert: Upcoming Public Holiday Closure

Dear Valued Vendor,

We would like to inform you that our offices will be closed in observance of the upcoming public holiday on **[Date]**. Our operations will resume on **[Date]**.

Please ensure that all deliveries and services are scheduled accordingly. We appreciate your understanding and cooperation during this time.

If you have any questions or require further information, feel free to reach out to us before the holiday.

Thank you for your continued partnership.

Sincerely,

**[Your Name]**

**[Your Position]**

**[Your Company]**

**[Your Contact Information]**