

Important Announcement Regarding Public Holiday Downtime

Dear Valued Vendors,

We would like to inform you that our offices will be closed in observance of the upcoming public holiday from [Start Date] to [End Date]. During this period, there will be no operations, and all services will be temporarily suspended.

Please ensure that any necessary arrangements are made to accommodate this downtime and plan your orders accordingly.

We appreciate your understanding and cooperation. Normal operations will resume on [Resume Date].

If you have any inquiries, feel free to reach out to us before the holiday period.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]