

Vendor Holiday Operation Schedule

Dear [Vendor Name],

We hope this message finds you well. As the holiday season approaches, we would like to inform you of our operation schedule during this period:

Holiday Operation Schedule

- **Last Day of Operation:** [Date]
- **Holiday Closure:** [Start Date to End Date]
- **Reopening Date:** [Date]

During the holiday period, please ensure that all shipments are scheduled accordingly and that your staff is aware of these changes.

Thank you for your attention, and we wish you a happy holiday season!

Sincerely,

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