

Vendor Notification for Holiday Shutdown

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. This letter is to inform you that [Company Name] will be observing a holiday shutdown from [Start Date] to [End Date]. During this period, our operations will be closed, and we will not be processing orders or shipments.

We kindly ask you to plan accordingly and schedule any necessary deliveries or order placements before our shutdown. We appreciate your understanding and cooperation.

If you have any questions or require further assistance, please feel free to reach out to us before the shutdown period.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]