

# Holiday Operating Hours Notification

Dear [Vendor Name],

We would like to inform you about our operating hours during the upcoming holiday season.

## Holiday Operating Hours:

- December 24, 2023: 9:00 AM - 3:00 PM
- December 25, 2023: Closed
- December 31, 2023: 9:00 AM - 5:00 PM
- January 1, 2024: Closed

Please plan your orders accordingly. We appreciate your understanding and support during this festive season.

Best regards,

[Your Company Name]

[Your Contact Information]