

# Holiday Availability Notice

Date: [Insert Date]

Dear [Vendor Name],

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

- **Closed:** [Insert Closed Dates]
- **Open:** [Insert Open Dates & Times]

If you have any urgent matters or need assistance, please reach out to us before the holiday break. We appreciate your understanding and look forward to continuing our partnership.

Wishing you a wonderful holiday season!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]