

Holiday Closure Notification

Dear Valued Customer,

We would like to inform you that our offices will be closed for the holidays from **[Start Date]** to **[End Date]**. We will resume regular business hours on **[Return Date]**.

During this time, you may still place orders through our website, but we will not be able to process them until we return.

We appreciate your understanding and wish you a wonderful holiday season!

Best regards,

[Your Company Name]

[Your Contact Information]