

Dear [Vendor Name],

We would like to inform you about our upcoming holiday operation changes for the season.

Please note the following schedule:

- **Holiday Start Date:** [Start Date]
- **Holiday End Date:** [End Date]
- **Operation Hours:** [Operation Hours]

During this period, please ensure that all orders and communications are adjusted accordingly. If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]