

Vendor Holiday Schedule Update

Dear [Vendor Name],

We hope this message finds you well. We would like to inform you of our upcoming holiday schedule.

Holiday Schedule

- Holiday: [Holiday Name]
- Date: [Date]
- Closure Time: [Closure Time]
- Reopening Date: [Reopening Date]

Please ensure that any orders or requests are submitted prior to our closure. We appreciate your understanding and support.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]