

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. As we approach the upcoming seasonal period, we would like to inform you about our annual shutdown schedule.

Our facility will be closed from [Start Date] to [End Date], and operations will resume on [Reopening Date]. During this time, we will not be processing orders or responding to inquiries. We encourage you to plan your orders accordingly to avoid any disruptions.

If you have any urgent matters, please feel free to reach out to us before the shutdown period.

We appreciate your understanding and support. Wishing you a successful season ahead!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]