

Date: [Insert Date]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

As we approach the holiday season, we would like to coordinate the upcoming break to ensure a smooth transition for all ongoing projects. Please provide us with your holiday schedule, including your planned dates of operation and any days you will be unavailable.

It is important for us to align our project timelines and expectations during this period. Kindly confirm your participation in our year-end review meeting scheduled for [Insert Date], where we will discuss project statuses and any required adjustments.

Thank you for your cooperation. We appreciate your hard work and dedication, and we wish you a joyful holiday season.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]