

# Holiday Schedule Advisory

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Dear [Subcontractor Name],

We hope this message finds you well. As we approach the holiday season, we would like to inform you of our schedule and expectations regarding operations during this period.

## Holiday Schedule

- December 24, [Year]: [Closed/Reduced Hours]
- December 25, [Year]: [Closed]
- December 31, [Year]: [Closed/Reduced Hours]
- January 1, [Year]: [Closed]

Please confirm your availability and let us know if you will have any staffing changes during this time. It is essential for us to coordinate effectively to ensure a smooth workflow.

Thank you for your cooperation and understanding. We appreciate your partnership and look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]