

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Holiday Schedule Request**

Dear [Recipient's Name],

I hope this message finds you well. As we approach the holiday season, I would like to formally request the holiday schedule for our subcontractor team for the upcoming [Year/Specific Holiday Season].

To ensure that all project timelines are adhered to and that any necessary adjustments can be made, we kindly ask for your confirmation of the following holiday dates:

- [Holiday Name] - [Date]
- [Holiday Name] - [Date]
- [Holiday Name] - [Date]

If there are any additional days off or considerations we should be aware of, please let us know. We appreciate your cooperation and look forward to working together to ensure a smooth workflow during this festive period.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]