

# Holiday Schedule Update

Dear [Subcontractor Name],

We hope this message finds you well. As we approach the holiday season, we wanted to provide you with our updated holiday schedule for [Year]. Please find the details below:

## Holiday Schedule

- New Year's Day: January 1, [Year]
- Independence Day: July 4, [Year]
- Thanksgiving: November 24, [Year]
- Christmas: December 25, [Year]

We ask that you please ensure your team's availability aligns with this schedule. Should there be any conflicts, do not hesitate to reach out to us for further discussion.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]