

Office Closure Notification

Dear Valued Clients and Partners,

We would like to inform you that our office will be closed for the upcoming holiday season from **[Start Date]** to **[End Date]**. During this time, we will not be available to respond to inquiries or process orders.

Normal business operations will resume on **[Reopening Date]**.

We wish you a joyous holiday season and look forward to serving you in the new year.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]