

Notice of Holiday Observance

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that our offices will be closed in observance of [Name of Holiday] on [Date]. This closure will allow our staff to celebrate and observe the holiday with their families and loved ones.

Our normal business operations will resume on [Date]. If you have any urgent inquiries, please reach out to us before the closure date.

Thank you for your understanding, and we wish you a wonderful holiday season.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]