

Holiday Closure Notification

Dear [Partner's Name],

We would like to inform you that our office will be closed for the holiday season from [Start Date] to [End Date]. During this period, our team will not be available to respond to emails or phone calls.

We apologize for any inconvenience this may cause and appreciate your understanding. Please feel free to reach out before the closure or after our return on [Reopening Date].

Thank you for your continued partnership. We wish you a joyful holiday season!

Best regards,
[Your Name]
[Your Position]
[Your Company]