

Official Announcement

Date: [Insert Date]

To Whom It May Concern,

We would like to inform the public that in observance of [Insert Holiday Name], our office will be closed on [Insert Dates].

Regular business hours will resume on [Insert Date]. We apologize for any inconvenience this may cause and thank you for your understanding.

If you have any urgent matters, please contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]