

# Notice of Service Update During Public Holiday

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about the updates regarding our services during the upcoming public holiday on [Insert Holiday Date].

Please note that our services will be modified as follows:

- **Service A:** [Brief description of changes]
- **Service B:** [Brief description of changes]
- **Service C:** [Brief description of changes]

Normal operations will resume on [Insert Resumption Date]. We appreciate your understanding and support during this time.

If you have any questions or need further assistance, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]