

End-of-Year Closure Reminder

Dear Valued Client,

As we approach the end of the year, we want to remind you that our agency will be closed for the holidays from [Start Date] to [End Date]. During this period, our services will be temporarily unavailable.

Please ensure that you have any necessary resources and support before this closure. If you require assistance, do not hesitate to reach out to us before [Last Day of Operations].

We appreciate your understanding and support throughout the year. We wish you a happy holiday season and look forward to serving you in the new year!

Sincerely,

[Your Agency Name]

[Contact Information]