

Holiday Break Notification

Dear Valued Client,

We hope this message finds you well. We would like to inform you that our agency will be observing a holiday break from December 22, 2023, to January 2, 2024. During this time, our offices will be closed, and normal operations will resume on January 3, 2024.

If you have any urgent matters that need to be addressed before the break, please reach out to us by December 20th. We appreciate your understanding and support throughout the year.

Wishing you a wonderful holiday season!

Sincerely,
[Your Agency Name]
[Contact Information]