

Holiday Office Closure Announcement

Dear Valued Clients and Community Partners,

We hope this message finds you well. As the holiday season approaches, we wish to inform you that our office will be closed for the holidays from **[Start Date]** to **[End Date]**. We will resume normal business hours on **[Resumption Date]**.

During this time, we encourage you to reach out for any urgent matters before our closure. Our team will make every effort to assist you before the break.

Thank you for your understanding, and we wish you a happy and healthy holiday season.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]