

Notice of Seasonal Office Hours

Dear Valued Clients and Community Partners,

As the holiday season approaches, we would like to inform you of our updated office hours during this period.

Seasonal Office Hours:

- Monday - Friday: 9:00 AM - 3:00 PM
- Closed on weekends
- December 24th - January 1st: Closed for the holidays

We encourage you to plan your visits accordingly and reach out to us for any assistance you may need before the break.

Thank you for your understanding and support. Wishing you all a joyous holiday season!

Sincerely,

The [Agency Name] Team