

Year-End Closure Announcement

Dear Valued Clients and Community Stakeholders,

As we approach the end of the year, we would like to inform you of our agency's closure schedule for the holiday season. Our office will be closed from December 24, 2023, to January 1, 2024, and will reopen on January 2, 2024.

During this time, all social service programs and support services will also be temporarily suspended. We encourage you to reach out to us before the closure for any assistance you may require. Our dedicated team will be happy to assist you until our closure date.

Thank you for your understanding and support throughout the year. We wish you and your loved ones a safe and joyful holiday season!

Warm regards,

[Your Name]

[Your Title]

[Agency Name]

[Contact Information]