

# Office Closure Announcement

Dear [Team/Clients],

We would like to inform you that our office will be closed for the seasonal break from [start date] to [end date]. During this period, our team will be unavailable to assist you.

We will resume normal business operations on [reopening date]. If you have any urgent matters, please reach out before the closure dates.

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

Best regards,

[Your Company Name]

[Your Contact Information]