

# Office Closure Reminder

Dear [Recipient's Name],

We would like to remind you that our office will be closed for the upcoming seasonal break from [Start Date] to [End Date]. Normal business operations will resume on [Reopening Date].

During this period, we will not be available for calls or emails. We encourage you to plan accordingly and reach out to us before our closure if you have any urgent matters.

Thank you for your understanding, and we wish you a happy and safe holiday season!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]