

Holiday Production Schedule Notification

Dear [Client's Name],

As the holiday season approaches, we at [Your Company Name] want to ensure you are aware of our production schedule to meet your needs.

Production Schedule

Date	Activity
December 1 - December 10	Finalization of Orders
December 11 - December 20	Production Phase
December 21 - December 25	Quality Control
December 26 - December 30	Shipping & Delivery

Please make sure to place your orders before December 1 to ensure timely processing. If you have any questions or need assistance, feel free to reach out.

Thank you for your continued partnership. We wish you a wonderful holiday season!

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]