

Holiday Closure Announcement

Dear Valued Customers,

We would like to inform you that our office will be closed for the holiday season from **[Start Date]** to **[End Date]**.

During this time, we will not be available to respond to inquiries or process orders. Normal business operations will resume on **[Reopening Date]**.

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

Sincerely,

[Your Company Name]

[Your Contact Information]