

# Winter Holiday Closure Notification

Dear [Recipient's Name],

We would like to inform you that our office will be closed for the winter holidays from [Start Date] to [End Date]. During this period, we will not be able to respond to emails or phone calls.

Normal operations will resume on [Reopening Date]. We appreciate your understanding and wish you a joyful holiday season!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]