

Season's Greetings!

Dear Valued Client,

As the festive season approaches, we would like to take a moment to express our gratitude for your continued partnership.

Please note that our office will be closed from [start date] to [end date] for the holiday season. We will resume our regular business hours on [date].

We wish you and your loved ones a joyful and prosperous holiday season!

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]