

Dear Valued Customer,

We hope this message finds you well. We would like to inform you that our company will be taking a seasonal break from **[start date]** to **[end date]**.

During this period, our operations will be temporarily suspended. However, we encourage you to reach out to us before **[start date]** if you have any urgent needs or inquiries.

Thank you for your continued support and understanding. We look forward to serving you again when we resume operations on **[resume date]**.

Wishing you a wonderful season ahead!

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