Vacation Notice

Dear [Customer's Name],

We wish to inform you that our office will be closed for vacation from [Start Date] to [End Date]. During this period, our team will be unavailable to respond to inquiries and process orders.

If you require immediate assistance, please refer to the following customer support details:

- Email: support@example.com
- Phone: (123) 456-7890
- Live Chat: Available on our website

We appreciate your understanding and look forward to assisting you upon our return.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]