

Year-End Closure Notice

Dear [Client's Name],

As we approach the end of the year, we would like to inform you of our office closure dates for the holiday season. Our office will be closed from [Start Date] to [End Date] and will resume normal business hours on [Reopening Date].

We appreciate your trust and partnership throughout the year and wish you a joyful holiday season. Should you have any urgent matters, please reach out to us before the closure.

Thank you for your understanding.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]