

Festive Break Update

Dear [Recipient's Name],

As the festive season approaches, we would like to take this opportunity to update you on our schedule and services during this joyful time.

Our office will be closed from [Start Date] to [End Date], returning on [Return Date]. We encourage you to reach out with any urgent matters before the break.

We appreciate your understanding and wish you a wonderful festive season filled with joy and happiness.

Best regards,

[Your Name]

[Your Position]

[Your Company]